



CITY OF LAS VEGAS

1700 N. GRAND AVE. LAS VEGAS, NEW MEXICO 87701
505-454-1401 FAX: 505-425-7335

**CITY OF LAS VEGAS
PUBLIC HOUSING AUTHORITY BOARD MEETING AGENDA
APRIL 17, 2017 – MONDAY – 5:30 P.M.
City Council Chambers
1700 North Grand Avenue**

(The City Council is the Housing Authority Board of Commissioner on any matters concerning the Housing Department.)

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. MOMENT OF SILENCE

V. APPROVAL OF AGENDA

VI. APPROVAL OF MINUTES

Approval/Disapproval of minutes of the Meetings on February 15, 2017.

VII. PUBLIC INPUT ** (not to exceed 3 minutes per person and persons must sign up at least fifteen (15) minutes prior to meeting)

VIII. PRESENTATION ** (not to exceed 10 minutes per person)

1. Finance Department – Finance Report Presentation

IX. BUSINESS ITEMS

1. Approval/Disapproval of Resolution #17-08 to Approve and Adopt Las Vegas Housing Authority's 2017 Annual Plan and 5 Year Capital Fund Plan.

Carmela Martinez, Housing Director The US Department of Housing and Urban Development (HUD) requires the Housing Authority to develop an Annual Plan and Capital Fund Plan to ensure a plan is in place for the future improvements to the Housing Authority.

2. Approval/Disapproval to Award and enter into contract for ARCHITECT/ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval.

Carmela Martinez, Housing Director The City of Las Vegas Housing Authority plans to rehabilitate 2 units on Sandoval Street and make habitable to be returned to the Las Vegas Housing Authority rent roll and be housed by low income families of the Las Vegas Community.

X. HOUSING DIRECTOR'S MONTHLY REPORT

XI. COMMISSIONER'S REPORT

XII. EXECUTIVE SESSION/CLOSED SESSION

THE HOUSING AUTHORITY BOARD OF COMMISSIONERS MAY CONVENE INTO EXECUTIVE SESSION IF SUBJECT MATTER OF ISSUES ARE EXEMPT FROM THE OPEN MEETINGS REQUIREMENT UNDER §(H) OF THE OPEN MEETINGS ACT.

- i. **Personnel matters, as permitted by Section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978.**
- ii. **Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which the City of Las Vegas is or may become a participant, as permitted by Section 10-15-1(H) (7) of the New Mexico Open Meetings Act, NMSA 1978.**
- iii. **Matters pertaining to the discussion of the sale and acquisition of real property, as permitted by Section 10-15-1(H) (8) of the Open Meetings Act, NMSA 1978.**

XIII. ADJOURN

ATTENTION PERSONS WITH DISABILITIES: The meeting room and facilities are accessible to persons with mobility disabilities. If you plan to attend the meeting and will need an auxiliary aid or service, please contact the City Clerk's Office prior to the meeting so that arrangements may be made.

NOTE: A final Agenda will be posted 72 hours prior to the meeting. Copies of the Agenda may be obtained from City Hall, Office of the City Clerk, 1700 North Grand Avenue, Las Vegas, New Mexico 87701.

MINUTES OF THE CITY OF LAS VEGAS HOUSING AUTHORITY MEETING HELD ON WEDNESDAY
MARCH 15, 2017 AT 5:30 P.M. IN THE CITY COUNCIL CHAMBERS.

MADAM CHAIR: Tonita Gurule-Giron

COMMISSIONERS: Ember Davis
David Romero
Vince Howell
Barbara Casey
David Ulibarri Jr.

ALSO PRESENT: Carmela Martinez, Housing Director
Danelle Smith, Acting City Attorney

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MOMENT OF SILENCE

Madam Chair Gurule-Giron asked Commissioner Howell to offer the moment of silence. Commissioner Howell offered a moment of silence for those that we have lost in our community, the people that have gone to see our Lord. Please keep them in mind. Commissioner Howell mentioned Mrs. Berged and Mrs. Ware had recently passed away. Commissioner Howell asked to keep them and their families in mind. He also prayed to help our nation and our local government to make the right decisions for us and to keep us safe and secure. Commissioner David Ulibarri Jr. wanted to offer a moment of silence for Raymond Varela, who worked for the City for 25 years. He passed away about 2 weeks ago. He asked to keep the family in their prayers, and he thanked Mr. Varela for what he did for the City. Madam Chair Gurule-Giron offered her condolences to the family of Elena Lucero who passed away. Her son, Frank Lucero works for the City as well as his sons. Keep the family in your prayers.

APPROVAL OF AGENDA

Commissioner Barbara Casey made a motion to approve the agenda as is presented. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Vince Howell	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes

Barbara Padilla re-read the motion and advised the motion carried.

APPROVAL OF MINUTES

Commissioner Barbara Casey made a motion to approve the minutes of February 16, 2017. Commissioner David Romero and Commissioner David Ulibarri seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner Ember Davis	Yes
Commissioner David Romero	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes

Barbara Padilla re-read the motion and advised the motion carried.

PUBLIC INPUT

None at this time.

PRESENTATION - FINANCE

Natasha Martinez-Padilla, Finance Specialist presented the Housing Revenue and expenditure report through February 28, 2017. The HA is 7 months into the fiscal year, and is at 67% of budget. Currently, revenues are at 73% of budget, as of February 28th. Expenditures were lower than expected at 56%. Finance Specialist Martinez-Padilla stated the HA is looking forward to next year's budget to make sure that this next year the HA is more in line as far as revenues go.

HOUSING DIRECTORS MONTHLY REPORT

Housing Director Carmela Martinez reported to the Commission that under unit maintenance, there are currently 3 vacant unit turnarounds that the maintenance crew is working on.

For projects, we still have the stucco projects in the Loudon area ongoing. Now that the weather is nice, we hope to have those completed within the next week. The parking and paving project for Sagebrush, Calle Bonita, and Calle Contenta, bid advertising went out on March 13, 2017. Sealed bid openings will take place on April 6, 2017 at 2:00pm in Council Chambers. An RFQ for Architect and Engineer services was advertised on February 16, 2017, for 2 Unit Rehabilitation. The proposals will be due to the HA on March 21, 2017.

Housing Director Martinez stated that the HA submitted the Audited Financial Assessment Submission yesterday. That also includes a Financial Data Schedule and Data Collection. The HA is working on the 2017 Annual Plan, which gives the missions and goals for the HA's operating subsidies. The HA is also working on the 5 Year Capital Fund Plan. This includes budget for 2017 through 2021. The HA is also submitting the Semi Annual Labor Standards Report. This report provides job training for low income workers to our projects.

COMMISSIONERS REPORT

Commissioner Vince Howell stated he had called Housing earlier in regards to a tenant who did not have hot water. Commissioner Howell asked what the status of that was. Housing Director Martinez asked Barbara Padilla, Housing Manager Supervisor to report on this because Director Martinez had asked her to follow up on it. Barbara Padilla reported that the work order for this had already been completed last week. Mrs. Padilla stated she had called the tenant after Commissioner Howell’s inquiry on the matter to make sure everything was still properly functioning. The tenant said yes, the work order had been completed last week. Mrs. Padilla explained to the Commission that the tenant did have hot water. However, the temperature was set at warm rather than hot. After the temperature was adjusted, there were no further issues.

Commissioner David Romero asked about the construction cones by the fence on Church Street. Director Martinez stated those cones were placed there where the fence is going to be replaced. Right now the maintenance crew is tied up with some unit turnarounds, but they will start installing that fencing soon.

EXECUTIVE SESSION / CLOSED SESSION

Commissioner David Ulibarri Jr. made a motion to convene into Executive Session to discuss Housing matters. Section (H)(7) of the New Mexico Open Meetings Act, NMSA 1978, matters subject to the attorney client privilege pertaining to threatened or pending litigation. Commissioner Vince Howell seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner David Ulibarri Jr.	Yes
Commissioner Barbara Casey	Yes
Commissioner Vince Howell	Yes

Barbara Padilla re-read the motion and advised the motion carried.

Commissioner David Ulibarri Jr. made a motion to exit Executive Session and reconvene into Regular Session and advised that only discussion regarding Housing matters pertaining to threatened or pending litigation took place. No decisions were made and no votes were taken. Commissioner David Romero seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner David Ulibarri Jr.	Yes
Commissioner Vince Howell	Yes
Commissioner Barbara Casey	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes

ADJOURN

Commissioner Barbara Casey made a motion to adjourn the meeting. Commissioner Vince Howell seconded the motion.

Madam Chair Gurule-Giron asked for a roll call. Roll call was taken and reflected the following.

Commissioner Vince Howell	Yes
Commissioner David Romero	Yes
Commissioner Ember Davis	Yes
Commissioner Barbara Casey	Yes
Commissioner David Ulibarri Jr.	Yes

Barbara Padilla re-read the motion and advised the motion carried.

Madam Chair Tonita Gurule-Giron

ATTEST

Casandra Fresquez, City Clerk

**HOUSING DEPARTMENT-REVENUE COMPARISON
THRU March 31, 2017-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2017**

	A	B	C	D	E	G
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	% REV
DWELLING RENT	430,000	500,000	375,000	527,187	397,587	80%
OPERATING SUBSIDY	660,000	575,000	431,250	588,617	444,243	77%
HOUSING-OTHER INCOME	9,800	9,800	7,350	7,329	24,950	255%
TRANSFERS IN (CFP FUNDS)	214,535	76,510	57,383	214,535	74,012	97%
TOTAL	1,314,335	1,161,310	870,983	1,337,668	940,792	81%

(Other income includes: interest, late fee charges and unit repair materials)

**HOUSING DEPARTMENT- EXPENDITURE COMPARISON
THRU March 31, 2017-75% OF YEAR LAPSED (9 of 12 months)
FISCAL YEAR 2017**

	A	B	C	D	E	F	H
	FY 2016	FY 2017	FY 2017	FY 2016	FY 2017	FY 2017	(E/B)
	BUDGET	BUDGET	YTD - BUDGET	ACTUAL	YTD - ACTUAL	AVAIL. BAL.	% BDGT
EMPLOYEE EXP.	660,702	687,214	515,411	533,316	490,026	197,188	71%
OPERATING EXP.	695,712	640,793	480,595	418,040	376,981	263,812	59%
TOTAL	1,356,414	1,328,007	996,005	951,356	867,008	460,999	65%

HOUSING COMMISSION MEETING AGENDA REQUEST

DATE: 04/05/2017 DEPT: Housing MEETING DATE: 04/17/2017

ITEM/TOPIC: Resolution #17-08 to approve and adopt Las Vegas Housing Authority's 2017 Annual Plan and 5 Year Capital Fund Plan

ACTION REQUESTED OF COUNCIL: Approval/Disapproval of Resolution #17-08

BACKGROUND/RATIONALE: The US Department of Housing and Urban Development (HUD) requires the Housing Authority to develop an Annual Plan and Capital Fund Plan to ensure a plan is in place for the future improvements to the Housing Authority.

STAFF RECOMMENDATION: Approve Resolution #17-08.

COMMITTEE RECOMMENDATION:

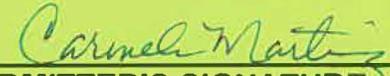
THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)


SUBMITTER'S SIGNATURE

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

**CITY OF LAS VEGAS HOUSING AUTHORITY
RESOLUTION NO. 17-08**

**A RESOLUTION APPROVING AND ADOPTING THE LAS VEGAS HOUSING
AUTHORITY'S (PHA) 2017 ANNUAL PLAN AND 5 YEAR CAPITAL FUND PLAN**

WHEREAS, it has been deemed necessary by the U.S. Department of Housing and Urban Development (HUD) to establish a new PHA plan (Annual Plan for 2017 and 5 Year Capital Fund Plan); and

WHEREAS, the PHA Plan has been set out in Title VI of the Civil Rights Act and is required in accordance with a revised act dated 7/88: and

WHEREAS, The PHA produced this plan in accordance with the HUD outlined procedures and conducted Public Input and Resident Advisory Board meetings as required; and

WHEREAS, the Las Vegas Housing Authority Board of Commissioners, having reviewed this plan, believe that it is consistent with Federal Regulations and in the best interest of the Department, do hereby approve the PHA Plan as follows:

- 2017 Annual Plan
- 2017 5 Year Capital Fund Plan

THEREFORE, IT IS RESOLVED by THE City of Las Vegas Housing Authority Board, the plan mentioned above is hereby approved and adopted this _____ day of April, 2017.

Passed, Approved and Adopted this _____ day of April 2017.

Mayor Tonita Gurulé-Girón

ATTEST:

Casandra Fresquez, City Clerk

APPROVED AS TO LEGAL SUFFICIENCY ONLY

Corrina Lazlo-Henry, City Attorney

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A PHA Information.

A.1 PHA Name: City of Las Vegas Housing Authority PHA Code: NM 007
 PHA Type: Standard PHA Troubled PHA
 PHA Plan for Fiscal Year Beginning: (MM/YYYY): 07/2016
 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
 Number of Public Housing (PH) Units 267 Number of Housing Choice Vouchers (HCVs) _____ Total Combined Units/Vouchers _____
 PHA Plan Submission Type: Annual Submission Revised Annual Submission

Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.5	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>The Housing met the goals in the previous five years by being successful in rent collection, maintaining the vacancy rate and the management standards. The CFP programs have been obligated and expended in a timely manner. In addition, the maintenance staff continues to be aggressive with work orders and made quick turnarounds in vacant units.</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>Please see attached comment sheets.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.8	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
C:	<p>Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
C.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <p>Please see attached 50075.1 and 50075.2</p>

B.2

The Housing Authority discontinued the Homeownership Program and utilized accumulated Replacement Housing Factor funds to complete a 12 unit remodel of boarded up units in the Yucca/Cholla/Sandoval area. The remaining boarded up units will be addressed one by one with funds available to the Housing Authority to remodel and bring back to the rent roll. There are 5 boarded up units that are beyond repair and the Housing Authority will be going through a DeMinimis Process to eliminate those units. 24 CFR 970 allows the lesser of five units or 5% of units that are beyond repair to be demolished every five years. (2413&2415 Yucca, 2410&2412 Yucca, 302 Sandoval) This process should be completed within the 2016 calendar year.

The Housing Authority has applied for Emergency Security funding to install fencing, a security system and security screen doors throughout the LVHA Properties.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		
PHA Name: City of Las Vegas Housing Authority	Grant Type and Number Capital Fund Program Grant No: NM02P00750117 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2017 FFY of Grant Approval:

Type of Grant
 Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement (revision no:
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	58,000.00			
3	1408 Management Improvements	12,250.00			
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	4,000.00			
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement	49,175.00			
10	1460 Dwelling Structures	144,175.00			
11	1465.1 Dwelling Equipment—Nonexpendable	18,400.00			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	4000.00			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ RHF funds shall be included here.

Part I: Summary					
PHA Name: City of Las Vegas Housing Authority		Grant Type and Number Capital Fund Program Grant No:NM02P00750117 Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2017 FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: _____)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: :		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	290,000.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director		Date		Signature of Public Housing Director	
				Date	

¹ To be completed for the Performance and Evaluation Report.

² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: City of Las Vegas Housing Authority			Grant Type and Number Capital Fund Program Grant No: NM02P00750117 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2017		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
HA WIDE	OPERATIONS	1406		58,000.00				
HA WIDE	MANAGEMENT IMPROVEMENTS	1408		12,250.00				
	Training							
	Employee training		9	4,240.00				
	NAHRO		4	4,952.00				
	Housing Summit		2	3,058.00				
HA WIDE	AUDIT	1411		4,000.00				
HA WIDE	SITE IMPROVEMENTS	1450		49,175.00				
HA WIDE	• Sidewalks		7,000sq ft	49,175.00				
HA WIDE	DWELLING STRUCTURES	1460		144,175.00				
	• Furnace Installation and material		15	40,125.00				
	• Wall heaters		6	4,050.00				
	• Cabinets		5 sets	15,000.00				
	• Asbestos Removal (HA wide)			20,000.00				
	• Exterior Painting		42 Units	65,000.00				
HA WIDE	DWELLING EQUIPMENT	1465		18,400.00				
	• Stoves		20	8,400.00				
	• Refrigerator		20	10,000.00				
HA WIDE	Non- DWELLING EQUIPMENT	1475		4,000.00				
	• Office Computers		3	4,000.00				
TOTAL				290,000.00				

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement. ² To be completed for the Performance and Evaluation Report.

Part I: Summary

PHA Name/Number Las Vegas Housing Authority – NM007		Locality (City/County & State) Las Vegas, San Miguel, New Mexico		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:		
A.	Development Number and Name	Work Statement for Year 1 FFY <u>2017</u>	Work Statement for Year 2 FFY <u>2018</u>	Work Statement for Year 3 FFY <u>2019</u>	Work Statement for Year 4 FFY <u>2020</u>	Work Statement for Year 5 FFY <u>2021</u>
B.	Physical Improvements Subtotal	Annual Statement	532,890.00	291,345	778,440	542,845
C.	Management Improvements		10,000.00	10,000.00	10,000.00	10,000.00
D.	PHA-Wide Non-dwelling Structures and Equipment			51,800.00	41,000.00	25,000.00
E.	Administration					
F.	Other		4,000.00	4,000.00	4,000.00	4,000.00
G.	Operations		75,000.00	75,000.00	75,000.00	75,000.00
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		621,890.00	432,145.00	892,440.00	656,845.00
L.	Total Non-CFP Funds					
M.	Grand Total		621,890.00	432,145.00	892,440.00	656,845.00

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2017	Work Statement for Year <u>4</u> FFY <u>2020</u>			Work Statement for Year: <u>5</u> FFY <u>2021</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See Annual Statement	SITE IMPROVEMENT 1450		186,600.00	SITE IMPROVEMENT 1450		14,000.00
	Security Cameras (HA wide)	4 systems	48,000.00	Playground equipment-repair	2 sets	10,000.00
	Fencing	2,000ft	18,400.00	Picnic Tables-repair replace	12	4,000.00
	Tree Trimming – Removal		3,000.00	DWELLING STRUCTURES 1460		518,525.00
	Playground equipment	2 sets	35,000.00	Interior Doors	30	1,950.00
	Picnic Tables	12	7,200.00	Furnace Installation and material	15	40,125.00
	Retaining walls / Erosion control	3 sites	75,000.00	Water heaters Installation and material	8	4,000.00
	DWELLING STRUCTURES 1460		581,525.00	Wall heater	6	4,050.00
	Interior Doors	30	1,950.00	Cabinets	10 sets	30,000.00
	Furnace Installation and material	15	40,125.00	Remove and Replace bathtubs	6	7,650.00
	Water heaters Installation and material	8	4,000.00	Washer drain replacements	25	6,250.00
	Wall heater	6	4,050.00	Exterior Doors	15	3,000.00
	Cabinets	10 sets	30,000.00	Flooring / VCT / Glue	15 units	18,000.00
	Remove and Replace bathtubs	6	7,650.00	Asbestos Removal (HA wide as needed)		50,000.00
	Washer drain replacements	25	6,250.00	Electrical work (ie dryer hook ups RA)	5	2,500.00
	Exterior Doors	15	3,000.00	Security Doors	40	6,000.00
	Flooring / VCT / Glue	15 units	18,000.00	Check Meters / Individual meters (Water)	128	153,000.00
	Asbestos Removal (HA wide as needed)		50,000.00	Check Meters/ Individual meters (Gas)	128	192,000.00
	Electrical work (ie dryer hook ups RA)	5	2,500.00	DWELLING EQUIPMENT 1465		10,320.00
	Security Doors	40	6,000.00	Stoves	12	4,560.00
Attic insulation site 7-7h	239 units	358,000.00	Refrigerators	12	5,760.00	
DWELLING EQUIPMENT 1465		10,320.00				
Stoves	12	4,560.00				
Refrigerators	12	5,760.00				
Subtotal of Estimated Cost			778,440.00	Subtotal of Estimated Cost		542,845.00

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY 2017	Work Statement for Year <u>4</u> FFY <u>2020</u>		Work Statement for Year: <u>5</u> FFY <u>2021</u>	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	Audit 1411	4,000.00	Audit 1411	4,000.00
	MANAGEMENT IMPROVEMENT 1408	10,000.00	MANAGEMENT IMPROVEMENT 1408	10,000.00
	Training (Employee training/ NAHRO / Housing Summit / USPCS)	10,000.00	Training (Employee training/ NAHRO / Housing Summit / USPCS)	10,000
	Non-DWELLING EQUIPMENT 1475	41,000.00	Non-DWELLING EQUIPMENT 1475	25,000.00
	Maintenance truck (replace Ranger)	35,000.00	New Server	15,000.00
	Tools (Maintenance)	6,000.00	System Updates (Software / Hardware)	10,000.00
		Subtotal of Estimated Cost	55,000.00	Subtotal of Estimated Cost

Responses to Resident Advisory Comments regarding the 2017 Annual and The 5 Year Capital Fund Plan

Residents expressed concerns on the Parking lot Pot holes.

The Las Vegas Housing Authority acknowledges this concern and notified the tenants that we are currently addressing this issue with Parking lot and drainage project.

Residents expressed concerns about water heaters making noise.

The Las Vegas Housing Authority acknowledges this concern and made a work order to address the water heater in question.

LVHA Resident Advisory Board Meeting 2017 Annual Plan / 5 year Capital Fund Plan

March 31, 2017 3:30pm

Comment Sheet

pat holes needing filled
at Call Center

Mike Ford MARCH 31-2017
Name and Date

LVHA Resident Advisory Board Meeting 2017 Annual Plan / 5 year Capital Fund Plan

March 31, 2017 3:30pm

Comment Sheet

No Comment

Alexis + Deseree Salazar 03/31/2017

Name and Date

LVHA Resident Advisory Board Meeting 2017 Annual Plan / 5 year Capital Fund Plan

March 31, 2017 3:30pm

Comment Sheet

Water heater, pops, cracks a lot, turns off a lot.
Trash around the houses.

Vanessa Martinez

3.31.17

Name and Date

HOUSING COMMISSION MEETING AGENDA REQUEST

DATE: 04/05/2017 DEPT: Housing MEETING DATE: 04/17/2017

ITEM/TOPIC: Award and enter into contract for ARCHITECT/ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

ACTION REQUESTED OF COUNCIL: Approval/Disapproval to award and enter into contract for ARCHITECT/ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

BACKGROUND/RATIONALE: The City of Las Vegas Housing Authority plans to rehabilitate 2 units on Sandoval Street and make habitable to be returned to the Las Vegas Housing Authority rent roll and be housed by low income families of the Las Vegas Community.

STAFF RECOMMENDATION: Approval to Award and enter into contract with Lowry Consultants, Inc., the most qualified responder to the RFQ for ARCHITECT /ENGINEER SERVICES – (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

COMMITTEE RECOMMENDATION:

THIS REQUEST FORM MUST BE SUBMITTED TO THE CITY MANAGER'S OFFICE NO LATER THAN 5:00 P.M. ON FRIDAY ONE AND A HALF WEEKS PRIOR TO THE CITY COUNCIL MEETING.

REVIEWED AND APPROVED BY:


TONITA GURULE-GIRON
MAYOR


RICHARD TRUJILLO
CITY MANAGER

PURCHASING AGENT
(FOR BID AWARD ONLY)


SUBMITTER'S SIGNATURE

ANN MARIE GALLEGOS
FINANCE DIRECTOR
(PROCUREMENT)

CITY ATTORNEY
(ALL CONTRACTS MUST BE
REVIEWED)

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation
408 Sandoval and 303 Sandoval**

Criteria	Possible Points	Lowry Consult	Formative	Spears Horn
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	30	23	21	20
2) Capability to provide professional services in a timely manner,	30	27	22	22
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	30	27	19	24
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	30	29	23	25
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	30	30	29	28
6) Knowledge of building codes,	30	28	26	26
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	30	30	29	29
8) Evidence of prior work with HUD.	90	85	62	50
Total	300	279	231	224

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation
408 Sandoval and 303 Sandoval**

Company: Lowry Consultants Inc

	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	30	23
2) Capability to provide professional services in a timely manner,	30	27
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	30	27
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	30	29
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	30	30
6) Knowledge of building codes,	30	28
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	30	30
8) Evidence of prior work with HUD.	90	85
Total	300	279

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: LOWRY Consultants, Inc. Committee Member A

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	8
2) Capability to provide professional services in a timely manner,	10	10
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	10
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	10
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	0
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	25
Total		91

Included in electronic copy

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: *LOWRY CONSULTANTS*

Committee Member *B*

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	<i>10</i>
2) Capability to provide professional services in a timely manner,	10	<i>10</i>
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	<i>8</i>
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	<i>10</i>
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	<i>10</i>
6) Knowledge of building codes,	10	<i>10</i>
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	<i>10</i>
8) Evidence of prior work with HUD.	30	<i>30</i>
Total		<i>98</i>

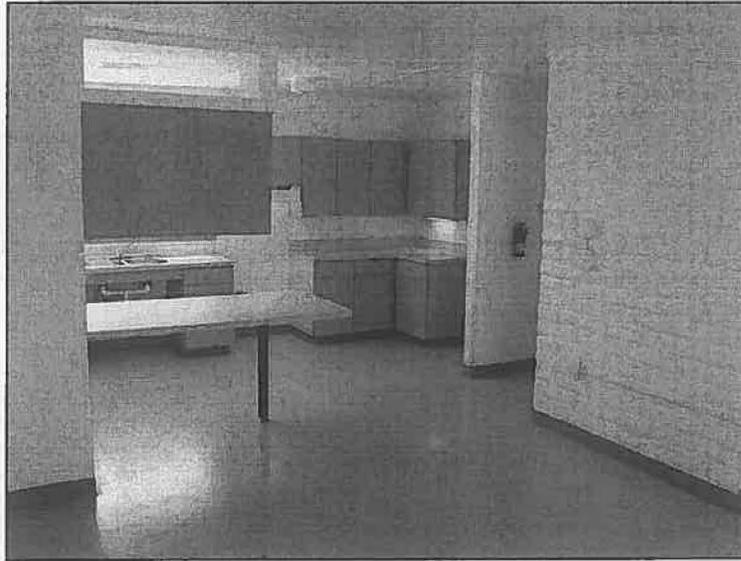
**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: Lavy Consultants Committee Member C

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	5
2) Capability to provide professional services in a timely manner,	10	7
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	9
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	9.
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	10
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	30
Total		90

March 21, 2017

LAS VEGAS PUBLIC HOUSING AUTHORITY



ADA Compliant Unit Remodel

**Architect / Engineer Services
(2) Unit Rehabilitation
408 Sandoval and 303 Sandoval**

Prepared by:

Lowry Consultants, Inc.

Making Modernization Happen!

LOWRY CONSULTANTS, INC.

PO Box 31
Sandia Park, NM 87047

Phone (505) 259-5915
Fax (505) 435-9920

March 21, 2017

Mayor Tonita Gurule-Giron
City of Las Vegas
1700 North Grand Avenue
Las Vegas, NM 87701

Subject: Architect / Engineer Services - (2) Unit Rehabilitation 408 Sandoval and
303 Sandoval

Dear Mayor Gurule-Giron and Selection Committee Members:

Lowry Consultants, Inc. (LCI) is pleased to submit this proposal to provide A/E services for the City of Las Vegas Public Housing Authority. We are confident that our proposal will demonstrate our qualifications and highlight the clear advantages in selecting LCI for this contract.

LCI has a lengthy and experienced track record of providing A/E services for New Mexico Housing Authorities on time, under budget and with few problems and minimal change orders. As Project Manager for this contract, I bring 26 years of public housing modernization experience with US Department of Housing and Urban Development (HUD) projects.

What sets LCI apart from other qualified A/E consultants? We offer Capital Funding Program (CFP) management support, technical assistance and contract administration in addition to the usual A/E services. We have the knowledge and experience to perform CFP grant administration in strict accordance with HUD regulations.

LCI has provided professional services for numerous City of Las Vegas Housing Authority projects since 2007. We know what documentation and procurement procedures the City of Las Vegas and HUD requires. And, we know how to organize your files and records to be audit proof as demonstrated in past recent HUD audits.

Please consider our services for your future modernization projects. We are looking forward to working with you again, and thank you for giving us the opportunity to submit this proposal.

LOWRY CONSULTANTS, INC.

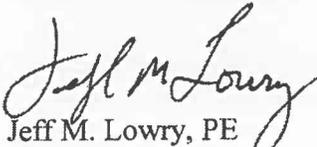

Jeff M. Lowry, PE
President

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Evidence of A/Es ability to perform the work	2
Capability to provide professional services in a timely manner	6
Past record of performance with cost control, quality of work and schedules	6
Capacity and Capability to complete the Phase 1 within 30 calendar days	8
Evidence that the A/E is currently registered in the State of New Mexico	9
Knowledge of building codes	10
Certified statement that the A/E or firm is not debarred or suspended	10
Evidence of prior work with HUD	10
Offeror Information	
Campaign Contributions Disclosure Form	
Non-Collusion Affidavit	

General Information

A. Respondent Identification

Lowry Consultants, Inc.
PO Box 31
Sandia Park, New Mexico 87047
Phone (505) 259-5915
Fax (505) 435-9920
Email jeff.lowry@yahoo.com

NM Taxpayer Identification Number 02-296170-004
Federal Taxpayer Identification Number 85-0437649

The company was established in 1995.

B. Ownership of Respondent

Lowry Consultants, Inc. is a New Mexico private, for Profit Corporation that specializes in renovation planning, modernization design and construction phase services for Public Housing Authorities in New Mexico.

<u>Share Holders</u>	<u>Registration</u>	<u>License #</u>
Jeff M. Lowry, President	NM Professional Engineer	10993
Cathy L. Lowry, Vice-President		

C. Registered Professional and Principal-in-Charge

Mr. Jeff M. Lowry, PE, shall serve as Registered Professional, Principal-in-Charge, Point-of-Contact and is authorized to execute the Agreement for this project. He will be directly responsible for project management, design and contract document preparation, construction administration, and project coordination. Mr. Lowry is currently licensed as a Professional Engineer in the State of New Mexico, in good standing. His date of first licensure is February 2, 1990.

D. LCI is covered under XL Insurance Company, Professional Liability Policy No. DPS9710141. There have been no claims against this policy.

LCI is covered under State Farm Fire and Casualty Company, General Liability Policy No. 91-BA-193-5. There have been no claims against this policy.

1. Evidence of A/Es ability to perform the work

Lowry Consultants, Inc. (LCI) specializes in modernization of public housing in New Mexico and is knowledgeable and experienced in numerous aspects of design, construction and project management. Over the years LCI has worked with 23 New Mexico housing authorities on various types of projects.

LCI is technically competent in the preparation of plans and specifications for modernizing public housing offices, dwelling units and site improvements. LCI offers project management and program technical assistance with the US Department of Housing and Urban Development (HUD) Capital Fund Program (CFP) in addition to design and construction services.

There are many capable A/E firms in New Mexico that can prepare plans and specifications. However, few New Mexico A/E firms have the HUD programmatic expertise of LCI. Our expertise is demonstrated in the project listing below.

LCI has a well documented track record of preparing plans and specifications, obtaining competent contractors to perform the work and completing projects on time, and within budget.

LCI adds *Technical Assistance* to the scope of services to assist housing authority staff with Capital Fund Program compliance. Our technical assistance is gratis "Value Added" services for our highly valued clients.

LCI's technical assistance includes submittal of documents as required for HUD review, CFP documentation, file maintenance, proper procurement procedures and voucher documentation assistance.

Our technical assistance has resulted in our clients not having received a single HUD audit finding of their modernization programs because of LCI's expertise.

The following is a *partial* list of CFP modernization projects designed, contract administrated and program managed by LCI.

City of Las Vegas Housing Authority

Replace Metal Roofing - 21 Buildings

Asbestos Abatement

3 Unit Remodel

6 Unit Remodel

10 Unit Remodel

Replace Windows - 68 Units

Replace Sidewalks

Replace GFCI's

7 Unit Remodel

Church Street Site Improvements

Bayard Housing Authority

Office Remodel and Laundry Addition

Window Replacements

Site Drainage and Safety Improvements

Entry Doors Replacement

Furnace Replacements

Install Evaporative Coolers

Sewer Line Replacement

Re-stucco Buildings - Site 001

Re-stucco Buildings - Site 002

Architect / Engineer Services - (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

Town of Bernalillo

Install Metal Roofing
Install Evaporative Coolers
ADA Unit Remodels - 3 Units
Construct Metal Maintenance Building
Paint Exterior – 54 Buildings
Paint Administration Building
Unit Remodels - 12 Units
Office Remodel

Cuba Housing Authority

Window Replacements

Fort Sumner Housing Authority

Install Metal Roofing
ADA Unit Remodel

Clovis Housing Agency, Inc.

Administration Office Remodel
Administration Office Electrical Upgrade
Stucco Administration Office
Re-roof Administration Office
Window Replacements
Bathroom Remodels
Paint Unit Exteriors
Furnaces Replacements
Install Central Heating Units
Unit Remodels
ADA Unit Remodels (4 Units)
Cabinet Replacement
Chain Link Fencing
Dwelling Unit Electrical Upgrade
Closet Door Replacements
Sidewalk Replacements
Driveway Replacements
Evaporative Cooler Replacements
Install Ornamental Iron Fencing and Gates
Repave Parking Lots

Gallup Housing Authority

10 Unit Remodel
Sidewalk Replacements
Stucco Units

Pecos Housing Authority

Office Remodel
Furnaces Replacements
Replace Drive Pads

Region VI Housing

Window Replacements
Install Refrigerated Air Conditioning

Santa Clara Housing Authority

Site Drainage Improvements
Site Lighting and Vent Fan Replacement
Vanity Replacements
Tub and Surround Replacements
Install Metal Roofing
Install Refrigerated Air Conditioning

Sunland Park Housing Authority

Window Replacements

Tucumcari Housing Authority

Exterior Door Replacements
Security Screens Replacements
Sidewalk Replacements
Cabinet Replacements
Appliance Replacement
Office Improvements
Replace 90 Evaporative Coolers

Vaughn Housing Authority

Exterior Doors Replacements

Western Regional Housing Authority

Install Refrigerated Air Conditioning
Replace Central Heating
Playground Equipment
Site Drainage Improvements
Chain Link Fencing
Re-Roof (10 Buildings)
Re-Roof (8 Buildings)

LCI has performed **Physical Need Assessments** (PNA's) for each development listed below. Units were inspected, cost estimates for improvements were performed, improvements were prioritized based on greatest need and long term planning budgets were established. Each assessment was specifically tailored to identify the particular needs of the development.

Listed below are locations of 55 Physical Needs Assessments performed by LCI for public housing authorities and property management companies.

Town of Bernalillo Housing Authority
Cuba Housing Authority, Cuba
Eunice Housing Authority
Gallup Housing Authority 5 Sites, Gallup
Las Vegas Housing Authority - 4 Sites, Las Vegas
Shiprock Estates, Shiprock
Shiprock Gardens, Shiprock
Encino House East, Albuquerque
Encino House Midtown, Albuquerque
El Paseo Village, Albuquerque
Villa Teresa Apartments, Santa Fe
Villa del Norte Apartments, Espanola
Casa Del Rio Apartments I, TorC
Casa Del Rio Apartments II, TorC
Villa San Jose Apartments, Carlsbad
Vista Montano Apartments, Socorro
Quay Apartments, Tucumcari
D.S. Shalom House, Albuquerque
Santa Rosa Apartments, Santa Rosa
Sunny Acre Apartments, Albuquerque
Tradewinds Carriage Apartments, TorC
Four Seasons Apartments, Hobbs
Grants Apartments, Grants
King Arthur's Court, Lordsburg

Hobbs Apartments, Hobbs
Deming Manor, Deming
Dona Ana Park Apartments I, Las Cruces
Dona Ana Park Apartments II, Las Cruces
ABO Apartments, Artesia
Monte Vista Apartments, Las Vegas
Villa Del Sol Apartments, Clovis
Clovis Apartments I, Clovis
Clovis Apartments II, Clovis
Colonial Hillcrest, Carlsbad
La Posada Apartments, Carlsbad
Santa Maria El Mirador, Alcalde
Chamise Home, Clovis
Pinon Home, Clovis
Cactus Home, Tucumcari
Mesquite Home, Santa Rosa
Chaparral Apartments, Tucumcari
Washington Place Apartments, Hobbs
Linda Vista, Taos
Cruz Alta, Taos
Cervantes, Taos
Zia Circle, Taos
Mineral, Santa Clara
Prescott, Santa Clara

LCI has performed **Energy Audits** for the following housing authorities:

Artesia Housing Authority
Bayard Housing Authority
Bernalillo County Housing Authority
Clovis Housing Authority
Chama Housing Authority
Gallup Housing Authority
Las Vegas Housing Authority
Las Cruces Housing Authority

Lordsburg Housing Authority
Rio Arriba County Housing Authority
Santa Clara Housing Authority
Town of Bernalillo Housing Authority
Truth or Consequences Housing Authority
Tucumcari Housing Authority
Vaughn Housing Authority
Western Regional Housing Authority

LCI has provided **Utility Allowance Schedules** for the following housing authorities:

Bayard Housing Authority

Las Vegas Housing Authority

Las Cruces Housing Authority

Town of Bernalillo Housing Authority

Truth or Consequences Housing Authority

LCI is committed to providing the most excellent A/E services for housing authority modernization; and, has the knowledge and experience to perform CFP contract administration, a combination found with few, if any other A/E consultants in New Mexico.

Professional Engineer In Charge

Mr. Jeff M. Lowry, NMPE #10993, shall serve as Project Manager and Engineer. He brings to this project 36 years of experience in the construction industry, including 26 years in the modernization of public housing.

Mr. Lowry began working in the construction industry in 1978 as a structural welder after completing welder training at Central New Mexico Community College, formerly Albuquerque Technical-Vocational Institute. In college he welded part-time while attending the University of New Mexico where he received his Bachelor of Science in Civil Engineering, with emphasis in Construction Management, in 1984.

Mr. Lowry established Lowry Consultants, Inc. in 1995, and wears many hats as company President, Registered Professional, Principle-in-Charge, and Project Manager. He will work directly with Las Vegas Housing Authority staff on all aspects of this project.

As a recognized expert in the field of public housing modernization planning and rehabilitation, Mr. Lowry has planned numerous modernization and construction projects. Through this process he developed a clear understanding of housing authority modernization needs, requirements and constraints. This experience was captured in his book *A Practical Guide to Modernizing Public Housing*.

Mr. Lowry is familiar with the New Mexico Statutes Annotated (NMSA) 1978. The New Mexico statutes are referenced often concerning procurement regulations.

Mr. Lowry will use his knowledge of the building code requirements while preparing the plans and specifications for this project. He is familiar with New Mexico building code and will ensure compliance with all federal, state and local code requirements.

2. Capability to provide professional services in a timely manner

LCI is ready to perform the work identified in this Request for Proposal, and prepared to take on all A/E tasks with the energy and desire to provide the highest quality product to the Las Vegas Housing Authority.

Our firm has current knowledge, experience, and a clear understanding of HUD, CFP, State and Federal requirements, allowing us to provide professional and prompt results. Our understanding of "the process" eliminates the need for time consuming trial and error most consultants experience when working with multiple Government entities.

Understanding the process and working properly through the system affords LCI an advantage in providing quality work, acceptable to HUD, in a timely manner.

LCI is a small business; we have resisted the urge to expand in order to provide our clients personal, one-on-one access to the Principle-in-Charge. With our firm handling your project, you will have constant and direct access to the Professional responsible for the project.

LCI uses state of the art computer software for AutoCad designs, drawings, and specifications. CD copies of design files, correspondence, documentation and photographs will be provided upon completion of the project for archival purposes. LCI contracts with small drafting companies to assist with drawings when time constraints require.

3. Past performance with cost control, quality of work and schedules

LCI is particularly proud of its record of providing professional and successful service to its clients throughout New Mexico. It has been a pleasure to work with our clients on past projects and we look forward to working with you in the future.

Control of Costs

LCI has developed management and project methodologies to effectively address cost issues. Working closely with Las Vegas Housing Authority, we will clearly establish the project scope and budget. During the Phase I portion of work we will propose innovative contracting methods to achieve the greatest results for the least cost to the housing authority.

These methods include individual contracts for specific work items, which often can reduce project costs by more than 10 percent. We also work with local specialty contractors for ideas to determine the most efficient and cost effective methods of construction. Our goal is to obtain good contractors that will provide the housing authority quality work at a reasonable price.

Ability to Meet Schedules

LCI has an excellent track record for providing professional engineering services and high quality contract documents on time despite tight scheduling constraints. A several of examples of our firm's ability to meet schedules under strict deadlines are presented below:

Architect / Engineer Services - (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

Lovington Housing Authority: Our firm was contacted in the middle of August by the Lovington Housing Authority and were requested to obligate CFP funds by a September 14 deadline. We signed the Replace Floor Tile contract on the day of the deadline.

Housing Authority of the Town of Bernalillo: Our firm was contacted by the Town of Bernalillo to expend funds to build a Maintenance Building a couple of months prior to a June 30 deadline. After determining a scope of work and available budget, LCI completed the plans, bid opening and construction prior to the deadline.

Housing Authority of the Village of Santa Clara: Again our firm was contacted in late May, by the Santa Clara Housing Authority to expend CFP funds by a June 30 deadline. We completed the Site Lighting and Vent Fan Replacement project 3 days ahead of the deadline.

Housing Authority of the City of Sunland Park: Again our firm was contacted in late June, by the Sunland Park Housing Authority to obligate CFP funds by an August 15 deadline. We executed the construction contract and obligated funds for the Replace Windows (40 Units) project 3 days ahead of the deadline.

Quality of Work

LCI has completed numerous projects for our clients within the last year. The task of performing the work has required detailed planning to complete the work on schedule and within project budgets.

LCI has been successful obtaining contracts because we do quality work, are competitive in pricing and willing to negotiate a consulting fee equitable to all parties. We are cost conscious concerning our fees and the construction opinions of probable costs we perform. Cost determines how much and how many work items are performed in each CFP project. Cost and value considerations are a top priority when evaluating construction materials and contracting methods.

As a small consulting firm, LCI, *must* create and maintain a reputation of excellence to continue our success. Success on this project is future success for this company. The true measure of the quality of our work and the constructability of our designs however, lies in the number of satisfied clients that our firm has personally worked with. We provide the following references and urge the Selection Committee to contact them for personal insight into our record of services. Please contact our references.

Mr. Boyd Chappell, Director of Modernization and Procurement
Clovis Housing and Redevelopment Agency, Inc.
575.769.7902

Ms. Jolene Ortiz, Executive Director
Bayard Housing Authority
575.575.2296

Mr. Michael A. Trujillo, Executive Director
Chama Housing Authority
575.756.2986

4. Capacity and Capability to complete Phase 1 within 30 calendar days

Mr. Lowry has completed *ten (10) modernization* projects for the Las Vegas Housing Authority since 2007 and is familiar with the dwelling units, sites, office and utilities.

Having remodeled *twenty-five (25) dwelling units* at the Las Vegas Housing Authority, Mr. Lowry has a clear vision of the scope of work, cost, and construction considerations that will affect this project. This understanding and experience will facilitate completing Phase 1 within 30 calendar days.

Lowry Consultants, Inc. proposes to provide Phase I and Phase II professional services under a single lump-sum amount for the (2) Unit Rehabilitation project as defined in the RFP. The following describes each phase and scope of services.

1. Test for Asbestos (1 Unit) Asbestos in 303 Sandoval has been previously abated.
2. 2 Unit Rehabilitation 408 Sandoval and 303 Sandoval.

Phase I – Design

- Prepare design plans and specification documents in accordance with HUD, State, Local and Federal regulations and codes.
- Assist with advertisement and bid administration.
- Hold a Pre-Bid conference.
- Evaluate construction bids.
- Recommend the lowest responsive bidder to the City of Las Vegas Housing Authority.

Phase II – Construction

- Prepare construction contracts for execution.
- Conduct pre-construction conference.
- Conduct construction observations for conformance with plans and specifications.
- Prepare written construction observation reports to be provided to the Housing Authority.
- Review and negotiate contract modifications, i.e. change orders.
- Review Construction Contractor weekly payroll, ensure Davis Bacon Act is adhered to.
- Prepare bi-weekly written reports regarding construction contractor performance on construction.
- Conduct bi-weekly on-site reviews to inspect the construction contractor's work. Assist with development of construction contractors monthly invoice and review work being performed.
- Work with the Las Vegas staff and recommend payment of the monthly construction contractor's invoices.
- Conduct an inspection of the work at 95% completion and develop a Construction Close-out punch list.
- Recommend final payment in coordination with Las Vegas Staff.

Deliverables

- Seven (7) Construction Documents.
- One (1) Electronic copy.

Architect / Engineer Services - (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

Contract Fees and Costs

- ✓ Cost of advertising will be paid by the Housing Authority.
- ✓ Consultant travel and phone expenses are included in fee.
- ✓ Cost of reproducing construction documents and postage will be reimbursed to consultant.

In addition, Mr. Lowry proposes to offer the following CFP technical assistance to the Las Vegas Housing Authority under this contract. Please note that all communications will be first coordinated with the housing authority staff assigned to the project.

PHA Coordination

- ✓ Provide CFP briefings and training to PHA staff.
- ✓ Work with PHA staff on CFP project management issues.

Records Management

- ✓ Provide project documentation per HUD requirements.
- ✓ Oversee file maintenance.

PROPOSED SCHEDULE

Contract Agreement Date:	April 14, 2017
Phase I – Bid Opening	June 14, 2017
Phase II – Construction Completion	October 16, 2017
Contract Termination	December 1, 2017

5. Evidence that A/E is currently registered in the State of New Mexico



6. Knowledge of building codes

Mr. Lowry will use his knowledge of the building code requirements while preparing the plans and specifications for this project. He is familiar with New Mexico building code and will ensure compliance with all federal, state and local code requirement, including the following codes listed below:

- 2015 New Mexico Commercial Building Code
- 2015 New Mexico Residential Building Code
- 2014 New Mexico Electrical Code
- 2012 New Mexico Mechanical Code
- 2012 New Mexico Plumbing Code
- 2015 New Mexico Existing Building Code

7. Certified statement that A/E is not debarred or suspended

This is to certify that Jeff M. Lowry or Lowry Consultants, Inc. is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency.

8. Evidence of prior work with HUD

Mr. Lowry has an extensive background in modernization improvements with Housing Authorities. He was employed with HUD's, Albuquerque Office of Public Housing, from July 1991 to April 1995. Mr. Lowry's primary duty as a Facilities Management Engineer was *Comprehensive Improvement Assistance Program (CIAP) Coordinator* for the State of New Mexico. He administered use of federal funds to construct, modernize and rehabilitate housing authority facilities.

As CIAP Coordinator, Mr. Lowry administered the annual funding of approximately \$8 million dollars for planning, design and construction rehabilitation of thousands of public housing units in New Mexico.

Mr. Lowry served as technical authority at HUD for implementation of the CIAP program. He ensured housing authority compliance with federal and state regulations concerning use of funds, auditing, procurement, funds distribution, construction administration and project close out.

In addition, Mr. Lowry provided technical advice to housing authorities and HUD management with regard to the engineering aspects of project planning, construction, modernization, rehabilitation and maintenance.

OFFEROR INFORMATION

OFFEROR: LOWRY CONSULTANTS, INC.

AUTHORIZED AGENT: JEFF M. LOWRY, PRESIDENT

ADDRESS: P.O. BOX 31, SANDIA PARK, NM 87047

TELEPHONE NUMBER: (505) 259-5915

FAX NUMBER: (505) 435-9920

DELIVERY: AS NEEDED

STATE PURCHASING RESIDENT CERTIFICATE NO: N/A

NEW MEXICO CONTRACTOR'S LICENSE NO.: N/A

SERVICES (S): ARCHITECT/ENGINEER SERVICES - (2) Unit Rehabilitation 408 Sandoval and 303 Sandoval

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE QUALIFICATIONS PROPOSAL

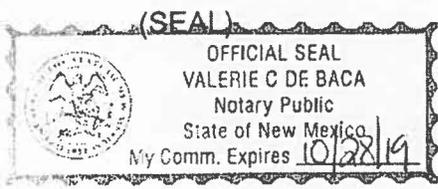
STATE OF NEW MEXICO)
) ss
COUNTY OF SANTA FE)

I JEFF M. LOWRY, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Jeff Lowry
Signature

Subscribed and sworn to before me, this 16 day of March, 2017.

Valerie C De Baca
Notary Public Signature



My Commission Expires: 10/28/19

Resolution No. _____ Expires on: _____

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to Chapter 81, Laws of 2006, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to either statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Contract” means any agreement for the procurement of items of tangible personal property, services, professional services, or construction.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Person” means any corporation, partnership, individual, joint venture, association or any other private legal entity.

“Prospective contractor” means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____
Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____
Date Contribution(s) Made: _____
Amount(s) of Contribution(s) _____
Nature of Contribution(s) _____
Purpose of Contribution(s) _____

(The above fields are unlimited in size)

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Jeff Loney

Signature

3.16.17

Date

President

Title (Position)

SECTION 00410
NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of New Mexico)
)
County of San Miguel)

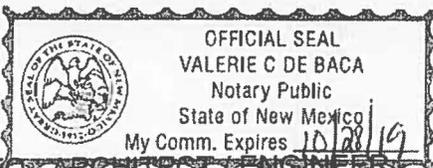
I, JEFF LOWRY being first duly sworn deposes and says that:

- (1) He/~~She~~ is the PRESIDENT of LOWRY CONSULTANTS, INC., the Bidder that has submitted the attached Bid.
- (2) He/~~She~~ is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its partners, officers, owners, agents, representatives, employees, or parties in interest, including this affiant, has in anyway colluded, conspired, connived or agreed, directly or indirectly with any Bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the Bid price or the Bid Price of any other Bidder or to secure through any collusion, conspiracy or conveyance or unlawful agreement any advantage against the Owner or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and are not tainted by any collusion, conspiracy, conveyance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties of interest, including this affiant.

/s/ Jeff Lowry

Subscribed and sworn to before me this 13 day of March, 2017.

NOTARY PUBLIC: Valerie C De Baca My Commission Expires: 10/28/19



**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: Formative Architecture PC

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	30	21
2) Capability to provide professional services in a timely manner,	30	22
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	30	19
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	30	23
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	30	29
6) Knowledge of building codes,	30	26
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	30	29
8) Evidence of prior work with HUD.	90	62
Total	300	231

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: FORMATIVE Architecture PC **Committee Member** A

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	8
2) Capability to provide professional services in a timely manner,	10	8
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	5
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	8
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	7
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	25
Total		81

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: *Formative Architecture PC*

Committee Member *B*

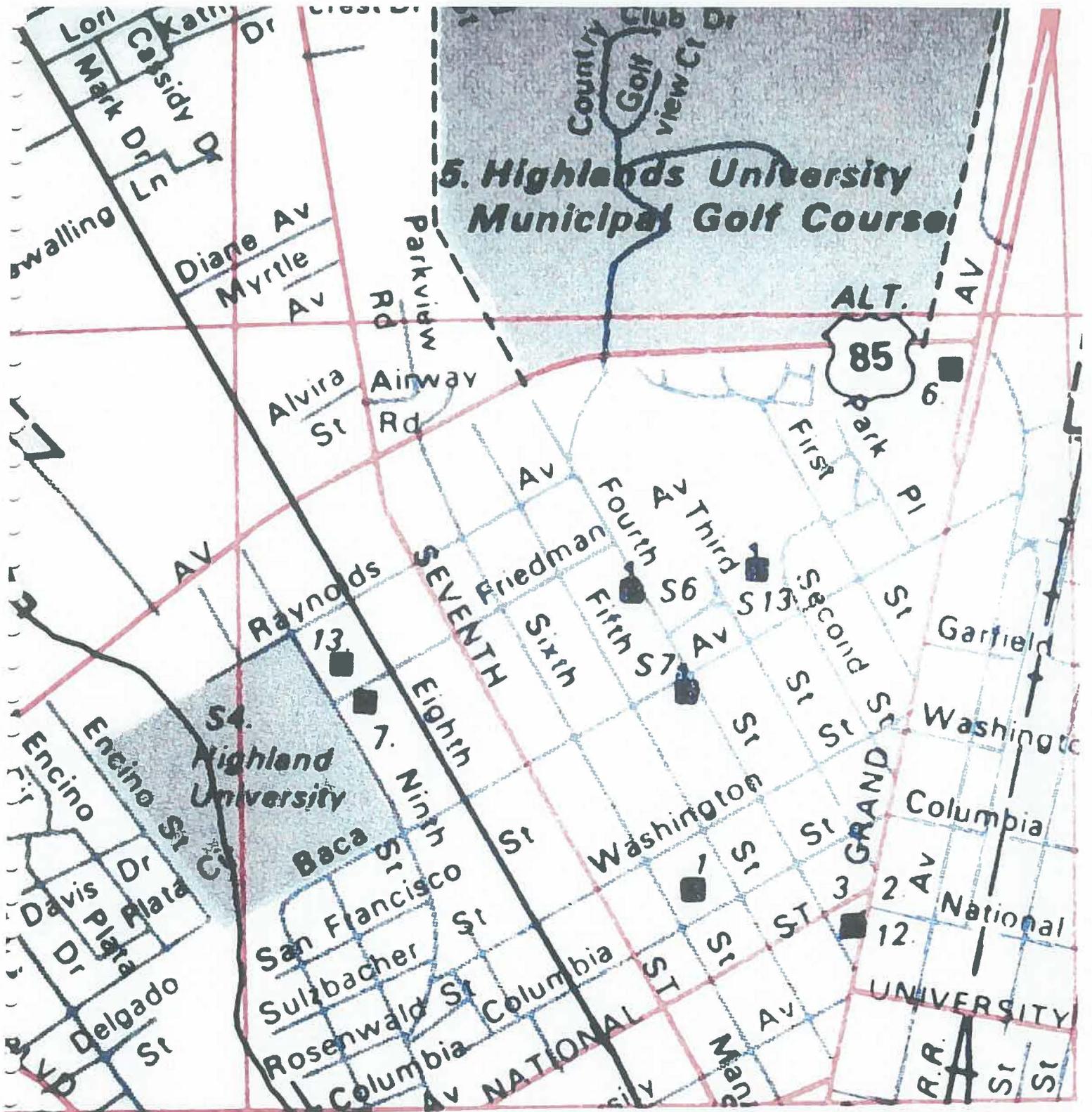
Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	<i>8</i>
2) Capability to provide professional services in a timely manner,	10	<i>8</i>
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	<i>8</i>
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	<i>8</i>
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	<i>9</i>
6) Knowledge of building codes,	10	<i>9</i>
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	<i>9</i>
8) Evidence of prior work with HUD.	30	<i>25</i>
Total		<i>84</i>

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: Formative Architecture Committee Member C

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	8
2) Capability to provide professional services in a timely manner,	10	10
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	9
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	9
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	10
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	10
Total		76

*No electronic Copy?



City of Las Vegas Public Housing Authority

Architect / Engineer Services - (2) Two Unit Rehabilitation

408 Sadoval & 303 Sandoval

Opening No. 2017-20

Date: 03/21/2017

FORMATIVE Architecture PC

March 21, 2017

Natasha Padilla
Housing Finance Specialist
City of Las Vegas Housing Authority
2400 Sagebrush Ave.
Las Vegas, New Mexico 87701

Reference: City of Las Vegas, New Mexico Public Housing Authority, Architect / Engineer Services - (2) Two Unit Rehabilitation 408 Sadoval & 303 Sandoval, Opening No. 2017-20

Dear Ms. Martinez and Members of the Selection Committee,

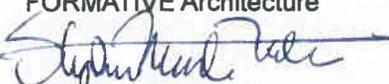
On behalf of FORMATIVE Architecture, we are pleased to introduce ourselves and offer our qualifications to the City of Las Vegas, New Mexico Public Housing Authority. We have thoroughly reviewed the RFP and are confident that we can successfully fulfill the requirements presented. We have assembled a qualified team that is prepared to make this project a success in the following ways:

- We understand the importance of providing and maintaining equal housing opportunities in the community for low-income families
- We understand the importance of incorporating federal guidelines such as the ADA and the Fair Housing Act Design Manual
- Quality and design excellence is the common thread binding our team's interests throughout the design process
- We are committed to creating sustainable, high-performance, and easily maintainable design solutions that are not only durable, but keep in mind the client's budget. We are obligated to make design decisions with these important needs in mind

We are of the opinion that as our client your needs are our first priority, and we hope that these points as well as the qualifications on the following pages reinforce this message.

We are very excited at the possibility of working with the City of Las Vegas, New Mexico Public Housing Authority and thank you for the opportunity to present our team's qualifications.

Sincerely,
FORMATIVE Architecture


Stephen Teeters, AIA
Principal

FORMATIVE architecture
3212 Stanford Drive NE
Albuquerque, NM 87107
tel 505 510 4600
stephent@formativearchitecture.com
formativearchitecture.com

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CERTIFICATIONS

CRITERIA 1



Stephen M. Teeters, AIA
Principal in Charge/ Point of Contact
FORMATIVE architecture

Master of Architecture, University of New Mexico
RA #5371, New Mexico

Stephen is a founding principal of FORMATIVE architecture with over 12 years of experience in the planning, design and construction of award winning Architecture. Stephen provides clients with a broad range of project experience including Libraries, community buildings, higher education, healthcare, and multi-family housing projects. He combines the engineering inquisition mind-set of how building systems work with the practical business sense to complete projects on time and in budget. Stephen Teeters will serve this project as a constant vigilant team leader with committed enthusiasm to provide a well crafted response for the City of Las Vegas.

Relevant Experience:

- San Juan County Family Crisis center new family shelter; Farmington NM*
- Conceptual Design for the renovation of the historic El Vado Hotel; Albuquerque NM*
- Conceptual design for Fowler Crossing Workforce Housing; Hobbs, NM*
- Playa Escondida multi-family affordable housing project; Hobbs, NM*

*work completed with previous employers



Owen I. Kramme, RA, CPHC
Project Manager/ Project Architect
FORMATIVE architecture

Master of Architecture, University of New Mexico
RA #5432, New Mexico

Owen is a founding principal of FORMATIVE architecture with over 8 years of experience in design, production and construction administration. He has specialized expertise in multiple project types including libraries, elementary schools, higher education, as well as private development. Owen's knowledge of "Passive House" design strategies will help to inform this project for a more quality and sustainable design. Owen is driven by his passion for great design and has extensive experience working with clients to make sure the unique needs of the program are met.

Owen's highly detailed approach to problem solving will ensure a professionally coordinated construction document package for the efficient bidding and construction of this project.

Relevant Experience:

- New Mexico Department of Game & Fish Albuquerque Regional Office Complex; Albuquerque NM*
- Peter Stacey's Art Studio; Santa Fe, NM*
- Sunland Park Elementary School Renovation; Sunland Park, NM*
- Mesquite Elementary School Renovation & HVAC upgrade; Mesquite, NM*
- Edwards Residence, Albuquerque, NM*

*work completed with previous employers

CRITERIA 1



Amy Bell, PLA, ASLA
Landscape Architect
Groundwork Studio

Master of Landscape Architecture, University of New Mexico, 2008
LA #475, New Mexico

As head of Groundwork Studio, Amy provides valuable experience in site and landscape integration for public space design, play environments, and educational landscapes. Her experience with housing developments, parks, recreational facilities, and other public projects has developed her ability to blend the practical with the imaginative, improving ecosystem integrity, minimizing maintenance and life cycle costs, and connecting people with their surroundings. Amy's training as a Certified Arborist allows her to apply scientifically backed strategies to plant selection, location and integration with building, circulation, and other site systems.

Relevant Experience:

- Casa Feliz Housing Development; Albuquerque, NM
- Colonial Hillcrest Apartments Renovation; Carlsbad, NM
- Chelsea Village Apartments Landscape Renovation; Albuquerque, NM
- Albuquerque "Neighborhoods" Wells Park Pilot Project; Albuquerque, NM
- YES Housing Mi Casa Development*; Carlsbad, NM
- Wright Residence; Lubbock, TX
- Kelsey Park Apartments; Lubbock, TX



Karl Tipton, PE
Professional Mechanical & Electrical Engineer
M&E Engineering

B.S. Mechanical Engineering, Texas Tech University
PE #21200, New Mexico

Karl joined the M&E Engineering team in 2005 with experience in mechanical design and management. He works as a mechanical/electrical engineer, completing project design and also as a project manager. He is the current President of the firm. M&E Engineering has worked on over 20 HUD projects in the past 30 years.

M&E Engineering's Relevant Experience:

- HUD Furnace Replacements; Las Vegas, NM
- HUD ADA Modifications; Las Vegas, NM
- HUD Electric Renovations; Alamogordo, NM
- HUD Asbestos; Taos, NM
- HUD Asbestos Abatement; Artesia, NM
- HUD Site Water; Artesia, NM
- HUD Housing Restoration; Ohkay Owingeh, NM
- HUD ADA restrooms in 2 residences; Santa Fe County, NM

CRITERIA 1



Morey Walker, PE
Professional Civil Engineer
Walker Engineering

Master of Science in Civil and Environmental Engineering, University of Texas at Austin, 1982
PE #12105, New Mexico

Morey has over 28 years of design experience in the full range of site Civil Engineering. His experience includes the design of roads, sewer, water, stormwater management ponds, floodplain and highways. His extensive computer experience allows for the utilization of the most innovated design software.

Walker Engineering's Relevant Experience:

- Tony Serna School Addition, Las Vegas, NM
- Student Center, New Mexico Highlands University, Las Vegas, NM
- Valle Cielo Subdivision, Santa Fe, NM
- Arroyo Chico, Tierra Contenta, Santa Fe, NM



Scott Heatly, PE
Landscape Architect
Groundwork Studio

Bachelor of Science in Architectural Engineering, University of Texas at Austin, 1992
PE #13858, New Mexico

Scott has over 25 years of structural design and construction experience which includes a broad range of projects such as K-12 educational and higher learning facilities, government buildings, resorts, casinos, sports facilities, healthcare facilities, parking structures, bridges, and multi-use buildings. Scott has an in-depth knowledge of the construction process from procurement and design to detailing, legal consultation in the design and construction markets, fabrication/construction which enables him to provide the best design solution for each project based on the needs of the client.

Heatly Engineering's Relevant Experience:

- Mancinelli Residence, Paa-Ko, NM
- Solomon Residence, Las Campanas, NM
- Baker Residence, Santa Fe, NM
- Starbucks, Farmington, NM
- Jicarilla Grocery Store & Retail Development, Dulce, NM
- White Rock Baptist Church, Los Alamos, NM

CRITERIA 2

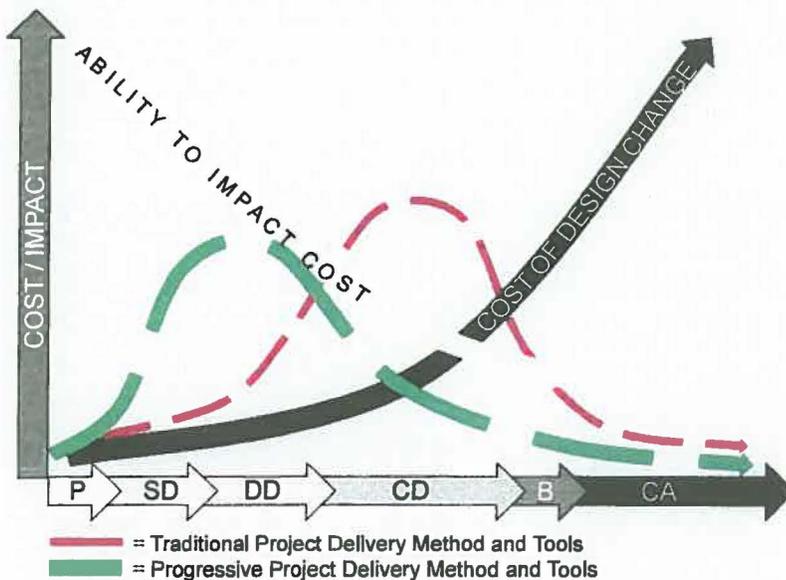
PROVIDING PROFESSIONAL SERVICES IN A TIMELY MANNER:

Technology continually advances how buildings are made and likewise technology continues to provide advancements in project delivery management techniques. Our PROGRESSIVE method foundation is the cloud based architectural project management software  ArchiOffice which ensures efficient project and design team management providing our clients with quality control from the ground up.

Our method for quality control of client communications is the online collaborative suite of applications from Google which allow project stakeholders to collaborate real-time, on-line in the same document at the same time. The G-suite  Suite applications enable our team to ensure quality control through a variety of tools including personalized on-line forms for public community members to respond to, and action item lists for key project members.

FORMATIVE architecture's commitment to progressive communication with our consultants utilizes the online application of  Basecamp to track project tasks, assignments, and goals as measured against the project schedule and milestones. This transparent cloud based tool ensures all team members with continuous access to their respective duties.

These tools allow our team members to efficiently manage their time and therefore focus their expert knowledge on the design solution. Our project team is confident that we can complete phase 1 of the Two Unit Rehabilitation of 408 Sadoval & 303 Sandoval in the allotted 30 days. We leverage these technologies to thoroughly coordinate, plan, and meet deliverable dates throughout the project.



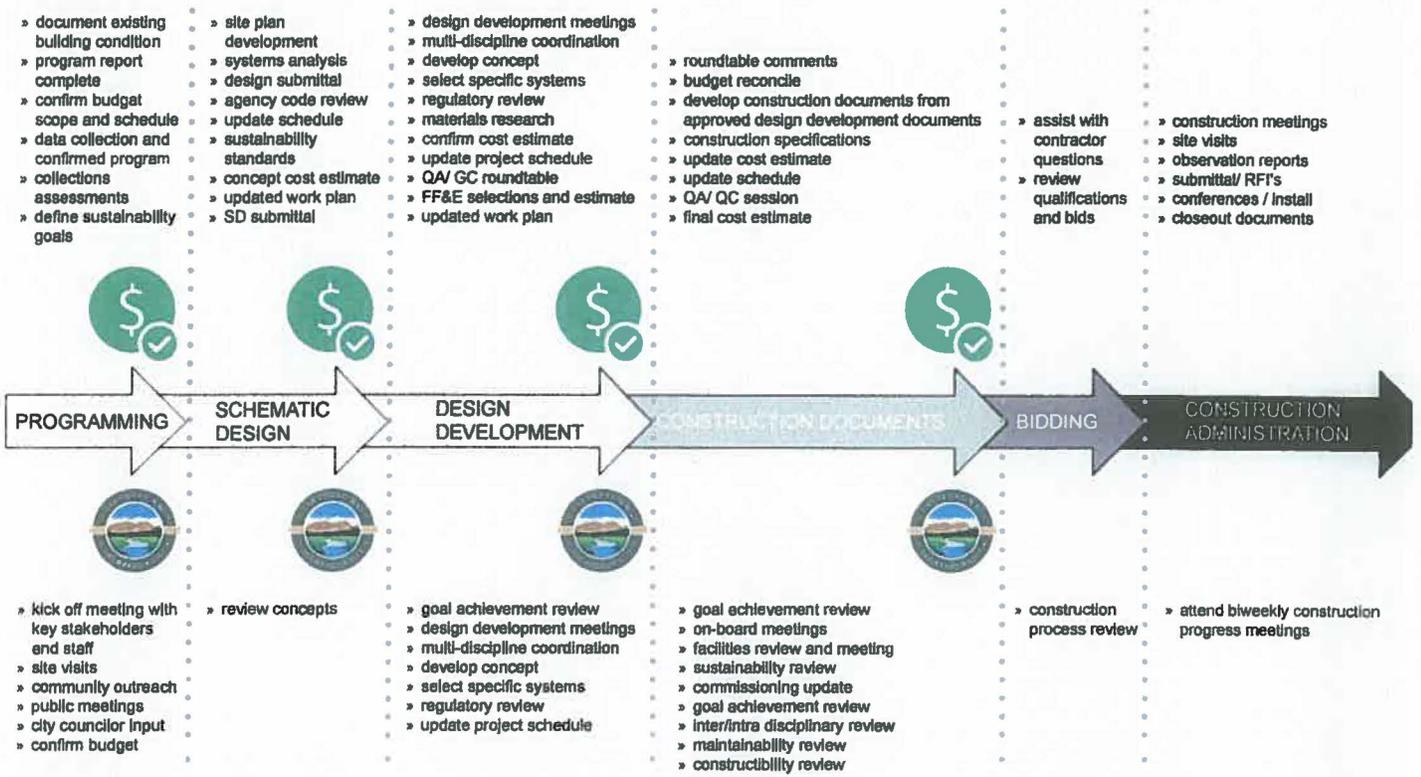
FORMATIVE architecture leverages technology and project management techniques to shift impactful decisions towards early design phases thus maximizing the design potential relative to cost, while freeing project schedule for effective quality control.

CRITERIA 3

PROACTIVE COST CONTROL METHODOLOG

Our team understands the critical importance of project cost control as an essential measure of a successful project. The strategy we employ is simple: BE PROACTIVE, meaning we remain mindful of cost implications from project day one. Task one is the establishment of an agreed upon project budget with the City of Las Vegas Public Housing Authority. The design team will then be released to exceed user expectations within the established project budget. Regular design team meeting agenda will include current budget data to continually reiterate the proactive cost control mentality. Proactive cost estimates will be integrated into each of the design phases and thoroughly reviewed by the design team. A design contingency line item will be carried throughout the design phases to absorb the design team's creative responses to user demands. The chart below organizes the major tasks needing successful collaboration between the design and client teams to ensure effective project cost control.

CRITERIA 3



QUALITY CONTROL PROCEDURES:

Quality control is an integral part of our process of design and documentation; not an afterthought. Quality review of the design, components and systems in the documents will be performed at each milestone submittal during project development. Reviews start as the design is created and continue as it is developed. Each review will be conducted against the program, the basis of design or design intent documents for compliance as well as for technical correctness and interdisciplinary coordination.

Quality is the responsibility of all team members but will be the direct responsibility of Stephen Teeters to perform or schedule these reviews. He will allocate time and budget resources and ensure reviews are carried out with the roundtable agenda & managed workshops as the key to facilitate a productive and well managed Quality process. Stephen will require documentation and sign-off on the

"End-Of- Phase" reviews from key-stakeholders & agency participants and file them in the Project File.

Owen Kramme will manage agency online comments and advise the interdisciplinary team of specific comments and dates for acknowledgment. The QA/QC program is designed to reduce the potential for errors while providing a systematic review of all facets of a project. To ensure our design professionals meet appropriate standards of quality, quality control guidelines have been prepared for office practices and procedures. These include:

1. Each member of the team is committed to provide quality service. This commitment includes communication with other members of our team to ensure that the accepted standards of the profession are met.

2. Each member of our team is accountable for assigned responsibilities. The accountability is monitored with by the Project Architect and PM for comment acknowledgment and problem solvi to occur in real time. The action items are checked off the list once the activity is complete and to the satisfaction of the client.
3. Correspondence will be prepared following established procedure to ensure adequate documentation an communication of all aspects of our services.
4. Design calculations are prepared in a neat and organized manner, recognizing the importance of accuracy and format.
5. Plans, specifications, and reports w be clear and concise and follow the accepted standards of the professic

The schedule below illustrates our projected path to completion in 30 calendar days (20 working days). Once selected the following schedule can be reviewed against the scope of work required and adjusted accordingly.

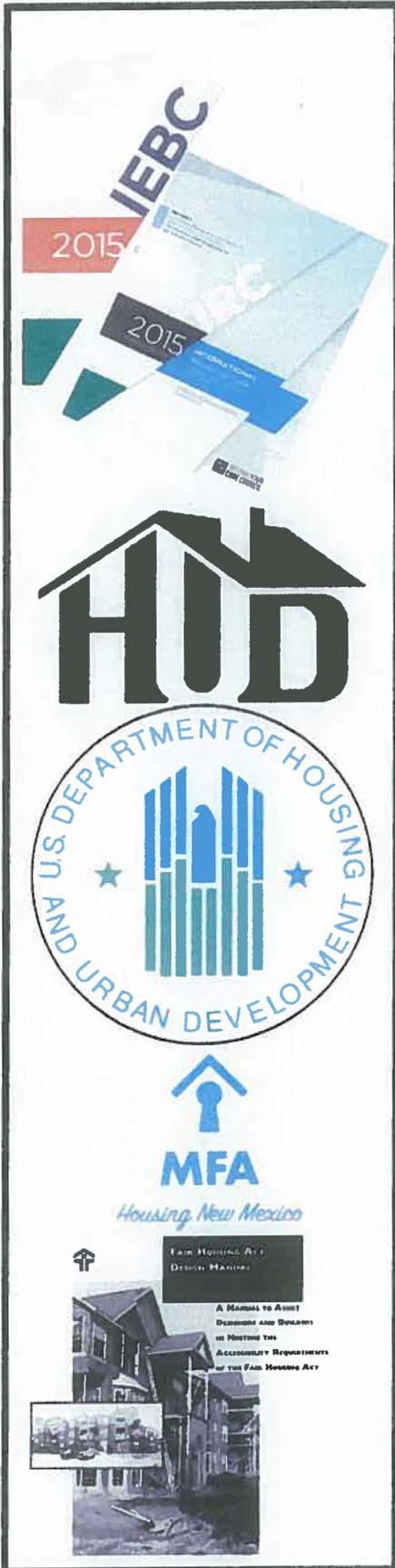
CRITERIA 4

FACT-FINDING						
	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	
WEEK 1	<ul style="list-style-type: none"> FINALIZE CONTRACT IDENTIFY TEAM/STAKEHOLDERS <ul style="list-style-type: none"> VISIT SITES 		<ul style="list-style-type: none"> IDENTIFY NEEDS IDENTIFY PROJECT BUDGET 	<ul style="list-style-type: none"> RECONCILE PROJECT BUDGET & NEEDS 		<ul style="list-style-type: none"> CREATE FINAL NEEDS LIST
	DESIGN DECISIONS					
	DAY 6	DAY 7	DAY 8	DAY 9	DAY 10	
WEEK 2	<ul style="list-style-type: none"> IDENTIFY DESIGN GOALS <ul style="list-style-type: none"> CREATE DESIGN OPTIONS 			<ul style="list-style-type: none"> DISCUSS / REVIEW DESIGN OPTIONS 		<ul style="list-style-type: none"> IDENTIFY FINAL DESIGN
	CONSTRUCTION DOCUMENTS					
	DAY 11	DAY 12	DAY 13	DAY 14	DAY 15	
WEEK 3	PRODUCTION					
	CONSTRUCTION DOCUMENTS					
	DAY 16	DAY 17	DAY 18	DAY 19	DAY 20	
WEEK 4	PRODUCTION					
	<ul style="list-style-type: none"> QA / QC OF CONSULTANT DRAWINGS 	<ul style="list-style-type: none"> 99% CD REVIEW 	<ul style="list-style-type: none"> INCORPORATE 99% CD REVIEW COMMENTS 		<ul style="list-style-type: none"> SUBMIT CONSTRUCTION DRAWINGS FOR PERMIT PROJECT ADVERTISEMENT 	

**Depending on the scope of work the following items may need to occur after the allotted 30 day time line.

- Hold a pre-bid conference
- Evaluate construction bids
- Recommend the lowest bidder

CRITERIA 5, 6, 7



CRITERIA 5

The submitting Architects, Landscape Architect and Engineers are currently registered in the State of New Mexico. Refer to Criteria 1 on pages one, two, and three for individual team member registration information.

CRITERIA 6

Our team members bring extensive experience in the planning, design, cost estimation, and construction administration of projects within the City of Las Vegas and throughout the State of New Mexico. These diverse projects include a mixture of building types and project scales enabling the team with the knowledge of federal, state, city submission, review, and approval processes. The many interconnected housing building codes, federal and state guidelines including the HUD, ADA, Fair housing act design guidelines, NM MFA guidelines are well known to the Project Architect and Project Manager. The design team also brings experience in the coordination with City of Las Vegas, Fire Marshal's requirements, and the NM CID review process. We have successfully guided housing projects from concept through to construction. Collaboration and partnering with the City, and understanding their needs has been, and will continue to be, the keys to our team's success in the development of affordable housing solutions.

CRITERIA 7

The following statement certifies that the submitting Architects, Landscape Architect, and Engineers are not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency.



CRITERIA 8



Four story apartment building viewed from the street

PLAYA ESCONDIDA APARTMENTS

Hobbs, New Mexico
Architect of Record: RMKM
Project Team Architect: Stephen Teeters

PROJECT EXPERIENCE HIGHLIGHT

The Playa Escondida apartment housing community project has been selected to highlight the design team's experience with affordable housing in the State of New Mexico. This project was submitted to the New Mexico Mortgage Finance Authority for a design competition and selected as the winning project. The project design included the coordination of HUD, NM MFA, ADA, and Fair Housing Act design guidelines. The included renderings demonstrate the design team's capabilities for presentation of design solutions and facilities with 3 dimensional computer modeling software. The construction progress images demonstrate the design team's knowledge with a diversity of building systems as it relates to the translation of construction documents to in-the-field construction processes.



central commons developed as a gathering/activity no

CRITERIA 8

PLAYA ESCONDIDA APARTMENTS



UNIT PLAN DESIGN CONCEPT

The development provides one, two and three bedroom floor plan options, including Type A - fully accessible - units to accommodate the disabled. The buildings have been planned on a 31' demising wall module that accommodates all typical unit sizes. Accessible units are configured in a 33' wide structural bay on the west end of the four story building. Plumbing walls are efficiently stacked and organized to the building's interior to minimize risk of "frozen pipes" during winter. The unit plans are arranged to maximize the sense of interior spaciousness. Kitchens, dining rooms and living spaces are conceived as one open "great room" expanding seamlessly to the unit's private exterior terrace. Bedrooms are largely organized on the unit's north side but are buffered from the outdoor public circulation access by a 5' wide vertical garden. Each unit minimizes hallway space and each is provided with functional amenities such as good closets and storage space an open and functional kitchens equipped with generous counter space and modern appliances.

ELEMENTS OF APARTMENT UNIT DESIGN

- ALL UNITS HAVE ONE ZERO STEP ENTRANCE
- ALL INTERIOR PASSAGE DOORS ARE AT LEAST 32 IN. WIDE
- ALL HOT AND COLD WATER LINES ARE INSULATED
- ALL VENTILATION DUCT WORK IS AIR SEALED AND LOCATED WITHIN THE THERMAL ENVELOPE
- ALL KITCHENS ARE EQUIPPED WITH PANTRIES
- ALL PLUMBING FIXTURES ARE LOW-FLOW:
- TOILETS: 1.6 GPF; SHOWER HEADS: 2.0 GPM;
- KITCHEN FAUCETS: 1.5 GPM; BATHROOM FAUCETS: 1.0 GPM
- ALL UNITS INCLUDE LINEN CLOSETS AND BULK STORAGE
- ALL KITCHEN RANGES INCLUDE HOODS AND VENT TO THE EXTERIOR
- BATHROOM EXHAUST FANS AND DRYER VENTS VENT DIRECTLY TO THE EXTERIOR
- ENERGY STAR LIGHTING SYSTEMS AND APPLIANCES INSTALLED IN ALL UNITS
- INSULATION VALUES:
- ROOF: R-30; EXTERIOR WALL: R-13
- ALL RESIDENTIAL DOORS INCLUDE SINGLE LEVER DEADBOLTS AND EYE VIEWERS
- ALL UNITS INCLUDE W/D HOOKUPS
- 100% OF FLOORING IS VCT
- ALL HVAC SYSTEMS ARE ELECTRIC



CRITERIA 8

PLAYA ESCONDIDA APARTMENTS



PROJECT HIGHLIGHTS

- Site planning
- 2 Phases
- 8 acre site
- 120 housing units
- 4 Apartment Building
- Community Building
- Day-care Building
- Central gathering space
- Playgrounds

PROJECT OVERVIEW

The intention of the Playa Escondida multi-family affordable housing project is to fulfill the growing and critical need in the community of Hobbs for high quality rental residences. The region's recent economic surge related to the oil industries has intensified this town's housing shortage and this project is designed to dramatically improve this condition. 120 housing units have been master planned on the project's ~ 8 acre urban site - ensuring highly efficient land use and density. The project site's location is significant. Rather than locate the development on a more typical "outskirts of town" site, the designated site is strategically located near the "epicenter" of Hobbs. The development is convenient to essential services such as groceries, retail, restaurants, churches, and public schools. The project will serve as a model for effective urban redevelopment in the southwest.



ARCHITECTURAL DESIGN

The development's architecture is best described within the broad definition of "Contemporary Southwest Regional Style." The aesthetic "language" is deliberately robust, open, inviting, and progressive. A variety of exterior façade treatments create depth, variety, shade and shadow, and richness within relatively simple and repetitive buildings. Abundant windows, terraces and walkways, open cable railings, vertical and horizontal pergola-like screening elements, and colorful infill wall panels contribute to the architecture's overall visual interest and sensitivity to human scale. Exterior materials have been selected for warm, natural southwest appearance and long term durability, low to no maintenance, and overall sustainability. Natural patinaed metal and galvanized steel are proposed for exposed structural elements and wall finishes that will gracefully age and be maintenance free. Colored stucco walls are also included selectively as an accent feature. Windows and exterior door framing are a combination of clear anodized aluminum and fiberglass. All glazing consists of high performance double pane insulated units. Wall construction consists of R-21 insulated 2X6 wood frame at exterior locations and 2X4 at interior partitions. Demising walls between units will be designed to meet STC 54 minimum. Interior wall finishes are painted gypsum board with vinyl wall base. Floors are typically stained concrete on the ground level and vinyl composition tile on the upper floors.

D. BRIBERY AND KICKBACKS

As required by Section 13-1-191, N.M.S.A., 1978, it should be noted that it is a third degree felony under New Mexico law to commit the offense of bribery of the public officer or public employee (Section 30-4-1, N.M. S. A., 1978); it is a third degree felony to commit the offense of demanding or receiving a bribe by any public employee (Section 30-24-2, N.M.S.A., 1978); it is a fourth degree felony to commit the offense of soliciting or receiving illegal kickbacks (Section 30-40-1, N.M.S.A., 1978); it is a fourth degree felony to commit the offense of offering or paying illegal kickbacks (Section 30-41-2, N.M.S.A., 1978).

E. RESPONSIBILITY OF OFFEROR

At all times, it shall be the responsibility of the offeror to insure that their qualifications are delivered to the City Clerk by the date and time set for the opening of qualifications. If mail or delivery of said qualifications is delayed beyond the deadline set for the qualifications opening, offeror thus delayed will not be considered.

F. COST OF PREPARING AND SUBMITTING QUALIFICATIONS

The City will not pay for any costs associated with the preparation of submission.

G. NEW MEXICO TAX IDENTIFICATION NUMBER REQUIREMENT

New Mexico Tax Identification No.: 03-372873-00-9
(Qualified Professional must complete, if applicable)

Federal Tax ID Number: 81-5276783

Social Security Number: WILL PROVIDE UPON SELECTION

Payment may be withheld under Section 7-10-5, NMS.A., 1978, if you are subject to New Mexico Tax and have not registered for a New Mexico Tax Identification Number. Contact the New Mexico Taxation & Revenue Department at (505) 827-0700 for registering information.

OFFEROR INFORMATION

OFFEROR: STEPHEN TEETERS (FORMATIVE ARCHITECTURE)

AUTHORIZED AGENT: STEPHEN TEETERS

ADDRESS: 3212 STANFORD DRIVE NE, ALBUQUERQUE NM 87107

TELEPHONE NUMBER: (505) 510-4600

FAX NUMBER: () N/A

DELIVERY: HAND DELIVERY

STATE PURCHASING RESIDENT CERTIFICATION NO.: L1563810096

NEW MEXICO CONTRACTORS LICENSE NO.: N/A

SERVICE (S): ARCHITECT / ENGINEER SERVICES - (2) Unit Rehabilitation
408 Sandoval and 303 Sandoval

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE QUALIFICATIONS PROPOSAL

STATE OF NM

COUNTY SAN MIGUEL

) ss

I STEPHEN TEETERS, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

Stephen Teeters
Signature

Subscribed and sworn to before me, this 20th day of March, 2017.

(SEAL)

Ramona Marie Segura
Notary Public Signature



OFFICIAL SEAL
RAMONA MARIE SEGURA
NOTARY PUBLIC - State of New Mexico
My Commission Expires 9/26/20

My Commission Expires: 9/26/20

Resolution No. _____ Expires on: _____

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: N/A

Relation to Prospective Contractor: N/A

Name of Applicable Public Official: N/A

Date Contribution(s) Made: N/A

Amount(s) of Contribution(s) N/A

Nature of Contribution(s) N/A

Purpose of Contribution(s) N/A

(The above fields are unlimited in size)

.....
Signature

.....
Date

.....
Title (position)

-----OR-----

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Stephen M. ...

3-20-17

Signature

Date

PRINCIPAL - IN-CHARGE

Title (Position)



STATE OF NEW MEXICO

TAXATION AND REVENUE DEPARTMENT

RESIDENT BUSINESS CERTIFICATE

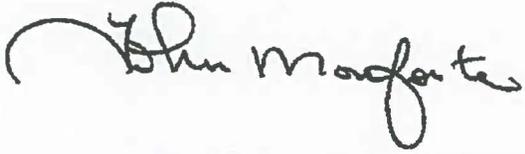
Issued to: **FORMATIVE ARCHITECTURE P.C.**

DBA: **STEPHEN TEETERS**
FORMATIVE ARCHITECTURE P.C.
3212 STANFORD DR NE
ALBUQUERQUE, NM 87107-2016

Expires: **10-Mar-2020**

Certificate Number:

L1563810096



John Monforte, Acting Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE



CERTIFICATE OF LIABILITY INSURANCE

FORMA-3 OP ID: MD

DATE (MM/DD/YYYY)
03/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Professional Liability Insurers, Inc. 5101 Moon St. NE, Suite 1000 Albuquerque, NM 87111 Bob Dean	CONTACT NAME: RJ Dean & Associates PHONE (A/C, No, Ext): 505-822-8114 E-MAIL ADDRESS: ehughes@cressinsurance.com	FAX (A/C, No): 505-822-0341
	INSURER(S) AFFORDING COVERAGE	
INSURED Formative Architecture, P.C. Stephen M. Teeters 3212 Stanford Drive, NE Albuquerque, NM 87107	INSURER A: Travelers P&C of America	
	INSURER B: XL Specialty Insurance	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		NAIC # 37885

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

NSR TR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X		6802J401438	02/24/2017	02/24/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			6802J401438	02/24/2017	02/24/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
3	Professional Liab			DPS9811527	02/22/2017	02/22/2018	Ea Claim 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ertificate holder is additional insured with respect to General Liability s required by written contract.

CERTIFICATE HOLDER

City of Las Vegas
 1700 N Grand Ave.
 Las Vegas, NM 87701

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: Spears Horn Architects

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	30	20
2) Capability to provide professional services in a timely manner,	30	22
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	30	24
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	30	25
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	30	28
6) Knowledge of building codes,	30	26
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	30	29
8) Evidence of prior work with HUD.	90	50
Total	300	224

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: SPEARS HORN ARCHITECTS Committee Member A

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	5
2) Capability to provide professional services in a timely manner,	10	5
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	8
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	8
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	7
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	20
Total		73

Submitted electronic

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: *Sprans Han*

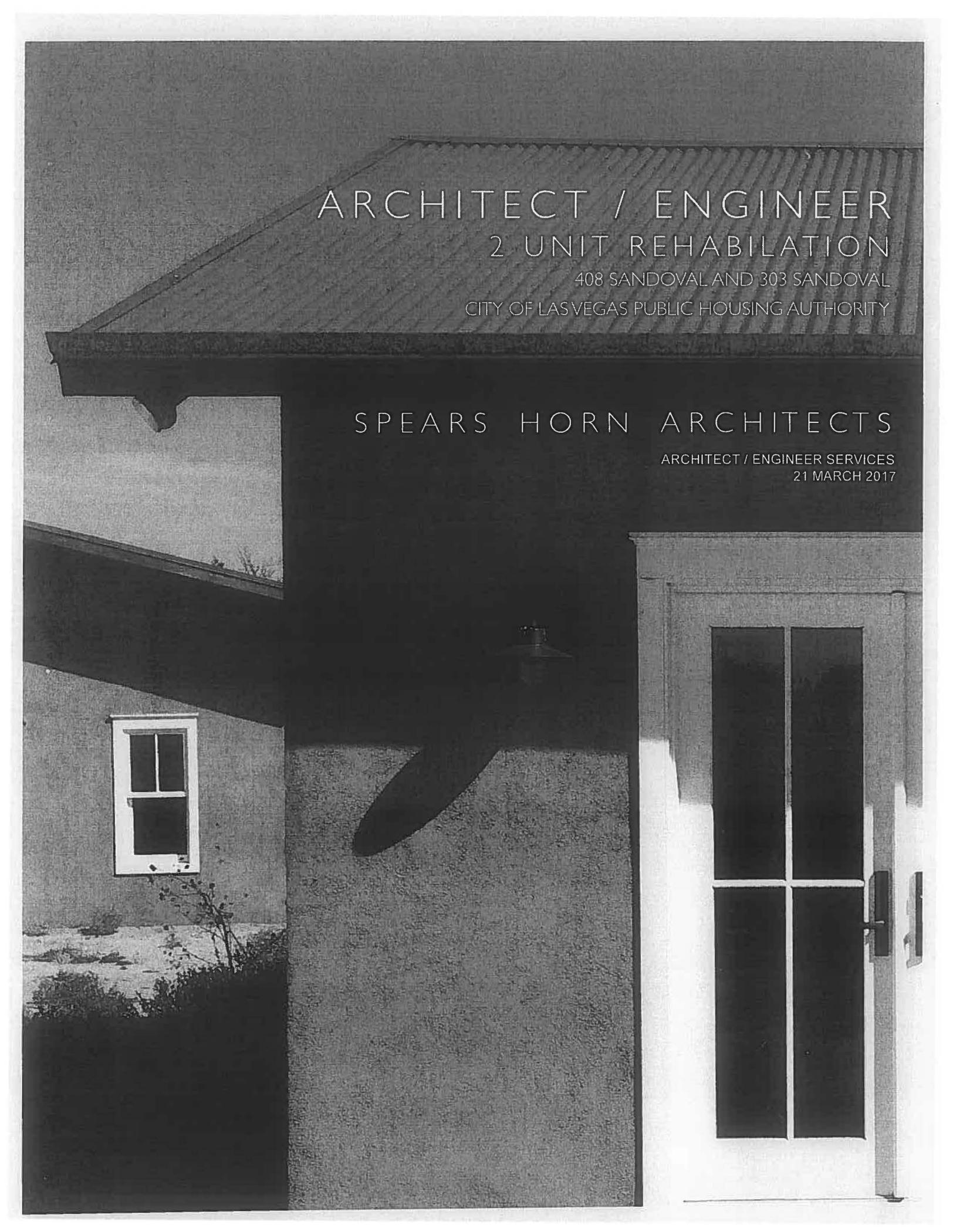
Committee Member *B*

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	<i>7</i>
2) Capability to provide professional services in a timely manner,	10	<i>7</i>
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	<i>7</i>
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	<i>8</i>
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	<i>8</i>
6) Knowledge of building codes,	10	<i>9</i>
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	<i>9</i>
8) Evidence of prior work with HUD.	30	<i>20</i>
Total		<i>75</i>

**ARCHITECT / ENGINEER SERVICES to the LVHA for a (2) Two Unit Rehabilitation 408 Sandoval
and 303 Sandoval**

Company: Spears Horn Architects **Committee Member** C

Criteria	Possible Points	Points Earned
1) Evidence of A/Es ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	10	5
2) Capability to provide professional services in a timely manner,	10	6
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	10	6
4) Capacity and Capability to complete the Phase 1 within 30 calendar days,	10	7
5) Evidence that, where design is involved, the A/E is currently registered in the State of New Mexico,	10	10
6) Knowledge of building codes,	10	10
7) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or local agency, and	10	10
8) Evidence of prior work with HUD.	30	12
Total		66



ARCHITECT / ENGINEER
2 UNIT REHABILITATION

408 SANDOVAL AND 303 SANDOVAL
CITY OF LAS VEGAS PUBLIC HOUSING AUTHORITY

SPEARS HORN ARCHITECTS

ARCHITECT / ENGINEER SERVICES
21 MARCH 2017



Spears Architects

March 16, 2017

Natasha E. Martinez-Padilla
Financial Specialist/Office Manager
City of Las Vegas Housing Authority
505.425.9463

Dear Ms. Natasha E. Martinez-Padilla,

We are pleased to have the opportunity to submit our proposal for architectural and engineering services to complete your 2017 RFQ work items that include the remodeling of two units. It is work with which we have been engaged since 1981 when Spears Architects was founded. We have completed more than two-dozen public projects involving restuccoing, and window/door replacement or repair, along with roof replacement and solar panel install. Much of this work has been completed for the Santa Fe Public Schools and the Los Alamos Public Schools as well as the City of Santa Fe and the State of New Mexico. All of these projects were tightly budgeted and each required a public bid for the construction contract. The firm also specializes in historic preservation, which gives us additional expertise on the rehabilitation of older structures.

We have worked with the U.S. Department of Housing and Urban Development (HUD) on the community service project Solace Crisis Treatment Center and Taos Housing Project Masterplan. We are interested in working on additional HUD-funded projects. Spears Architects is a Small Business and has Woman Business Enterprise (WBE) status.

We are eager to engage in more work in Las Vegas. In 2011, we worked with Community Design to carry out the Master Plan for the Main Street Las Vegas Corridor/ Arts and Cultural District. Other projects since 2013 include projects at the NM Behavioral Health Institute Main Campus and NM Behavioral Health Institute Community Based Services Campus, a straw bale house in Las Vegas, NM and a house remodel in Watrous, NM. We have worked in Las Vegas on several previous occasions documenting historic structures for the State of New Mexico as well as research for the publication *American Adobes*. Las Vegas is only an hour from Santa Fe so we can devote more time to addressing project solutions and less time traveling. We are very familiar with the scale and types of construction used in Las Vegas. We would welcome the opportunity to provide architectural and engineering services to the City of Las Vegas. We have worked with the Santa Fe Community Housing Trust, completing an Affordable Housing Project Masterplan for Taos, NM, and are familiar with HUD procedures and understand the stringent budgets and schedules.

If we need engineering services on this project, we propose to use Chris Murray for structural engineering, M&E Engineering for MEP / fire protection, and CERL Inc. for environmental testing, each of who are located in Santa Fe or Albuquerque

Our architectural firm has one of the best reputations in Northern New Mexico; it is built on reliability, collaboration with the client, and responsiveness to the client's needs and budget. Spears Architects is not debarred suspended or otherwise prohibited from professional practice by any Federal, State, or local agency. Thank you for your consideration of our proposal.

Sincerely yours,



Beverley Spears, FAIA
Principal



James Horn, AIA NCARB
Senior Associate

architecture · landscape architecture · urban design
1334 Pueblo Street · Santa Fe, New Mexico 87505
505.983.6966 · fax 505.983.2691 · studio@spearsarchitects.com

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Las Vegas Downtown Vision Plan with Community By Design
2011

FIRM QUALIFICATIONS

Firm Description:

Spears Horn Architects was established in 1981 by Beverley Spears, FAIA as a design firm focusing on educational facilities, residential buildings, urban design, landscape architecture, and historic preservation. In 2014, James Horn, AIA became a principal and the firm name became Spears Horn Architects. The firm is a private corporation consisting of six professionals including three architects, one of whom is also a landscape architect, three highly skilled and experienced architectural graduates, and an office manager. Our three architects on staff have all worked together for more than a decade. The firm has an excellent record of responsiveness to client needs, budget management, and timely performance of contract obligations. We have also championed the process of collaboration with our clients such that the final completed project seamlessly represents the design skills and dedication of Spears Horn Architects and the vision, insight, and experience of the client. We have been honored by our peers as a New Mexico Firm of the Year which recognizes a tradition of professional excellence by a firm of architects over at least a ten-year period.

Professional Competence:

For the last 36 years, Spears Horn Architects has developed a reputation for responsible and timely performance on a wide variety of projects. Our involvement in over 40 institutional projects has given us an understanding of the technical challenges created by tight budget constraints, complex project programs and the economic and functional implications of project schedules. We are particularly proud of our ability to work with client "communities", whether they are for school, office, church, or museum projects. Drawing from our experience with these diverse projects, we are highly qualified to address the important practical, functional, and budgetary needs of the City of Las Vegas Public Housing Authority, and are aware of the foresight necessary for successful design and construction.

Project Management:

The work for the Public Housing Authority will require careful project administration due to its complex nature and tight budget. We work efficiently with careful and thorough project documentation to direct a project efficiently and avoid misunderstandings among project stakeholders.

Our approach is to set up a clear process and timetable, to have clear written communication with concerned parties, to document thoroughly all meetings and discussions, and to communicate with all in attendance. It is important to assure that all participants and stakeholders have an opportunity to be heard early enough in the process and to have their input carefully considered.

Time Schedules and Control:

For the Las Vegas Public Housing Authority, scheduling will require careful coordination with the City to assure that there is a logical sequence of events and a timely progress of the design. Our firm has consistently produced clear contract documents on schedule and has managed projects efficiently. Our work for the City of Las Vegas will start with developing an initial Project Schedule, with all of the critical threshold dates, in order to get all team members in touch with the project expectations. Using the Project Schedule helps us keep a professional and efficient flow to the process. Our consistent adherence to project schedules and budgets has contributed to our ability to retain clients project after project.

	Santa Fe Prep School Library	Rio Grande School- Main Building Addition	Open Hands Facility	Solace Crisis Treatment Center	Lannan Foundation Meeting House
<i>Contract Date</i>	19 Nov., 2004	22 Nov., 2005	15 March, 1999	11 October, 2002	September, 2000
<i>Est. 100% CD Delivery</i>	June, 2005	28 April, 2006	1 October, 1999	May, 2003	December, 2000
<i>100% CD Delivery</i>	June, 2005	30 June, 2006	17 Jan., 2000*	19 May, 2003	12 February, 2001
<i>Est. Const. Start Date</i>	June, 2005	9 June, 2006	November, 1999	June, 2003	January, 2001
<i>Construction Start Date</i>	June, 2005	8 August, 2006	1 March, 2000	June, 2003	February, 2001
<i>Estimated Completion</i>	May, 2006	January, 2007	15 Dec., 2000	November, 2003	June, 2001
<i>Substantial Completion</i>	May, 2006	2 February, 2007	28 Dec., 2000	24 Feb., 2004	April, 2002

The Open Hands Facility CD delivery was delayed () because the client significantly increased scope of project during design.*

Budget Control

We anticipate the budget for the 2 UNIT REHABILITATION PROJECT to be limited. We must allocate and guard these funds very carefully to achieve maximum results. Our firm has an excellent record of successful cost control. Spears Horn Architects consistently provides its clients with accurate budget analysis from the initial planning stages of a project through project completion. This allows informed decisions to be made during the programming, design and bid structuring phases of the project. Thorough and concise contract documents have prevented cost increases during construction. Change orders during construction typically total less than 2% of the contract amount, even on remodeling projects. Careful contract administration as well as rigorous contract documents has resulted in this excellent record. We are also familiar with the bid process, which we have carried out for the County of Los Alamos, the Los Alamos Public Schools, the City of Santa Fe, Santa Fe Public Schools, and the State of New Mexico.

	Santa Fe Prep School Library	Rio Grande School- Main Building Addition	Open Hands Facility	Solace Crisis Treatment Center	Lannan Foundation Meeting House
<i>SQ. FT.</i>	20,000 SF	4,508 SF	14,795 SF	11,613 SF	1,675 SF
<i>Project Budget</i>	\$4,047,000	\$1,400,000	\$1,800,000	\$1,680,000	\$887,537
<i>Estimated Cost</i>	\$4,047,000	\$1,327,001	\$1,800,000	\$1,680,000	\$887,526
<i>As-Bid Cost</i>	\$4,047,000	\$1,327,001	\$1,778,700	\$1,680,000	cost/plus
<i>Final Cost</i>	\$4,064,030	\$1,324,729	\$1,792,149	\$1,747,336	\$887,537
<i>C.O. Increase %</i>	0.42%	-0.17%	0.76%	4%*	N/A
<i># Change Orders</i>	5	4	8	4	N/A
<i>Amount of C.O.</i>	\$17,030	-\$2,272	\$13,449	\$67,336	N/A

*Change orders due to unforeseen soil conditions and electric service upgrade. Kept to owner's schedule.

Quality Assurance And Control

Spears Horn Architects will strive to provide the City of Las Vegas Public Housing Authority with the most healthy, vibrant, and inspiring environments through careful planning. Our understanding of the diverse cultural history of New Mexico coupled with a firm grounding in the technical and current building codes and construction methods ensure that Spears Horn Architects can offer the best possible service to LVPHA. We will consider budget allocation and anticipated fund-raising target in the initial stages to make sure this amount is adequate to reach a successful and quality project completion. This allows informed decisions to be made during the "design" and bid structuring phases of the project. As needed, we will outline Additive Alternates or Deductive Alternates as a way to arrive at the budget amount for the project. Thorough and concise contract documents will prevent cost increases during construction. We have multiple "in-house reviews" of work and documents to provide only the most professional drawings and specifications.

Knowledge Of Local Codes

The staff at Spears Horn Architects has a solid knowledge of the applicable building and zoning codes. Our office has developed good relationships with city, county, and state personnel in dealing with code and zoning issues. As a result, we have been able to arrive at creative solutions which also satisfy regulatory requirements.

Universal Design

Spears Horn Architects gracefully integrates universal design into our projects. We are familiar with the most recent regulations for handicapped accessibility in public projects covered under the Americans with Disabilities and Access Guidelines (ADAG), and include elements that apply to each particular residential project's needs. We work closely with the client to best incorporate sensitive and truly universal design.

Capacity + Capability

The major interest of the firm is to satisfy the needs and program of the client through the creation of environments that are spatially rich, articulated by sunlight and shadow, comfortable and welcoming. Respect for the surroundings and cultural context, whether urban or rural, is critical to each project. Durability and low maintenance are important aspects of our work. We always look for opportunities to limit energy use, conserve water, and use non-toxic materials which are sustainably produced. We actively engage the client throughout the process to create a truly collaborative design. Spears Horn Architects has a wide variety of experience working with complex client communities. Our communicative process allows all groups to participate and contribute while maintaining a cohesive and productive process. We pride ourselves on clear and well-documented communication and accurate assessment of client needs during both design and construction. It is the firm's goal to practice architecture as a fine and humanistic art serving our clients and the community at large. Spears Horn Architects strives to maintain the highest professional standards in all aspects of our work.

Our firm, although small, has the capacity to direct our full attention to projects for the City of Las Vegas. For projects that come up for the City of Las Vegas on-call, we will dedicate one principal as project manager responsible for the project. Our other staff members will be available to work on the project as-needed. Spears Horn Architects also has worked with several independent contractors and is accustomed to hiring contractors dedicated to the project if necessary. This non-traditional method allows our firm to have the capacity to take on and deliver high-quality design for projects of any scale.

Current Projects

Our proposed team for the City of Las Vegas Public Housing Authority is dedicated to this project for the rest of its duration. None of our current or future projects, or any other committed office work will interfere with our team's ability to immediately start and successfully complete the 2 Unit Rehabilitation.

<u>Current Project</u>	<u>Location</u>	<u>Project Architect</u>	<u>% Complete</u>
- Museum of NM Foundation Offices	Santa Fe, NM	Beverley Spears	Schematic 10%
- Hewett House Assessment	Santa Fe, NM	Beverley Spears	Schematic 25%
- St. Vrain Mill Rehabilitation	Mora, NM	Beverley Spears	Schematic 25%
- Santa Fe County Complex	Santa Fe, NM	James Horn	Schematic 60%
- Private Residence	Santa Fe, NM	James Horn	Permitting
- Laguna Adobe House	Laguna Pueblo, NM	James Horn	Construction
- NM Penitentiary Bakery	Santa Fe, NM	Dillon Williams	Bidding
- Villagra Windows	Santa Fe, NM	Shannon Passmore	Bidding
- Residence Renovation	Santa Fe, NM	Shannon Passmore	CDs 90%
- Lamy Portal	Santa Fe, NM	Shannon Passmore	Schematic 75%
- PERA Elevator Addition	Santa Fe, NM	Shannon Passmore	Bidding

Legality

The architects of Spears Horn Architects are not debanded, suspended or otherwise prohibited from professional practice by any Federal, state or local agency.

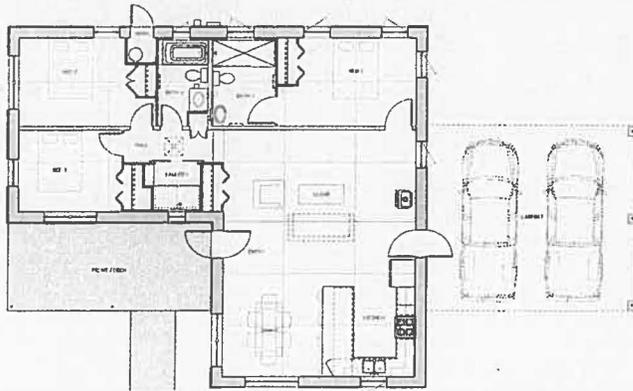
HUD EXPERIENCE

We received the commission to design the Solace Crisis Treatment Center's new 11,613 SF facility, parking area, and grounds in October of 2002, after successfully submitting a proposal for Design / Land / Build. The project's primary subsidy source was federal "pork-barrel" funds, therefore the Solace Crisis Treatment Center with our assistance was required to follow a Housing and Urban Development (HUD) process of land development for the project. We coordinated and met with the Albuquerque office of Housing and Urban Development in order to successfully meet their needs for a rapid delivery of the project.

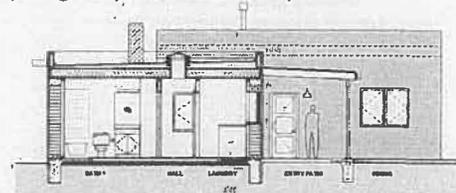


SOLICE CRISIS TREATMENT CENTER

LAGUNA ADOBE HOUSE (HUD) - Under Construction - Spring 2017 Finish Anticipated Laguna Pueblo, NM



FLOOR PLAN



SECTION / ELEVATION

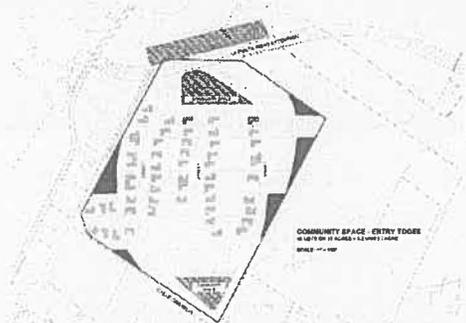


2/24 SITE VISIT

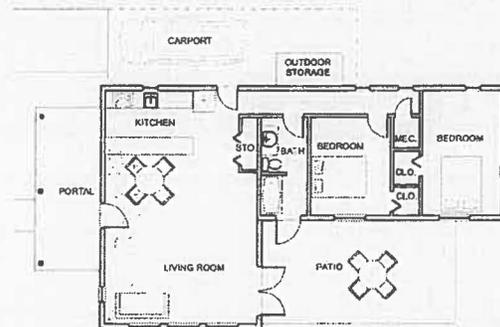
In May 2016, Spears Horn Architects won a competitive bid to design an affordable prototype 1,500 SF three bedroom compressed adobe house with an attached carport for LHDME. LHDME is the Tribally Designated Housing Entity for the Pueblo of Laguna and the project is a HUD funded project. The house was designed to be a conventional yet comfortable and clean, minimal house well connected to the topography and indigenous architecture. Earthen tone colored concrete and stucco are paired with rusted corrugated metal roofing and fir cabinets and reflect the hues of the surrounding land. All of the compressed adobes are provided from Laguna land by LHDME and tested regularly for proper compaction.

TAOS HOUSING PROJECT MASTER PLAN - 2014

In 2004, SHA produced a preliminary masterplan of an affordable housing subdivision in Taos, NM for the Santa Fe Community Housing Trust. The plan covered 18.4 acres of flood plane land near La Posta Road and Camino del Medio. A layout was produced, along with sketch plans and exterior views of possible affordable housing units. The 1,100SF units had different roof configurations, stucco, and orientation.



MASTER PLAN



2 BEDROOM PLAN

SINGLE FAMILY RESIDENCE PROJECTS

While our design services include commercial, government, planning, landscape architecture and historic projects, residential projects make up a large percentage of our work. We pride ourselves on working closely with the client to deliver a targeted, quality product at any price point. We design simple, beautiful, thick-walled houses of adobe, cast pumice, Rastra, or strawbale focusing on capturing sunlight, framing views, and defining outdoor terraces, patios and gardens. Each house represents a collaboration between client and architect; a unique creation responding to a particular site.

632 WSF RENOVATION - 2015 Santa Fe, NM

This 2,447 SF house in a Historic neighborhood in Santa Fe has had many changes over the years. This is reflected in the different building materials utilized. The house is composed of adobe, wood frame and CMU. The goal was to use the existing square footage to create a much more efficient layout for a seasonal rental house. An awkwardly small bedroom was turned into a generous master bathroom, a new guest bathroom was carved out of an inefficient kitchen space and an oversized carport was removed. The house includes two bedrooms, two bathrooms, walk-in master closet, study space, large living / dining space, and 2-car carport and multiple outdoor living spaces. The patios and entry court have colored concrete, and lpe / steel fencing accented by new landscaping and crusher fines pathways. Prefab kitchen cabinets and bedroom wardrobes were an easy and economical way to improve storage and update the look of the house. A wood panel wall was installed on one wall of the living room to add warmth and help with sound. Efficient and creative use of conventional materials were important throughout the entire process of design to construction.



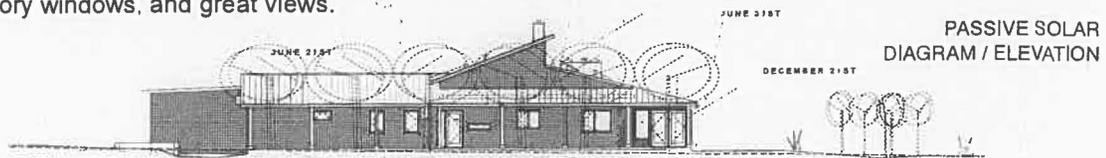
LA JARA HOUSE - 2015 near Las Vegas, NM

Demolition of existing 1,600 SF tract home down to existing deck and foundation. Built new home of frame construction, pre-fabricated trusses, and rusted metal roof. Ample natural light and windows, with great views. Plaster interiors and dark douglas fir floors. Adjacent garage of similar construction. Walled compound surround with terraced grade inside for plantings and seating areas. Landscaping to be simple indigenous and drought tolerant, provide sun and wind barrier. Client: Private



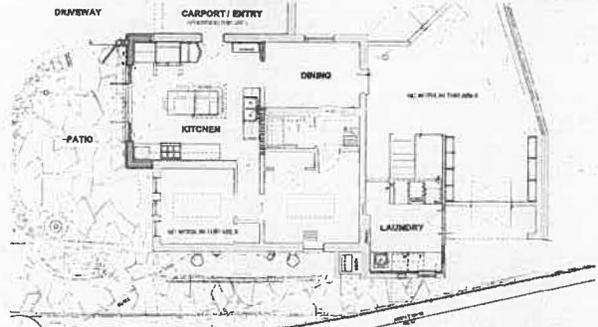
EL LLANO RESIDENCE - 2013 / 2015 Las Vegas, NM

A new energy efficient 3,000 SF strawbale, courtyard house on a relatively flat one acre site for a couple and their growing family including grand children. All one level except for utility and storage basement. Concrete and wood floors. Metal Clad Wood Windows, insulated and low-E. Separate Garage connected by Porch. Domestic Hot Water augmented by radiant solar with natural gas back-up. Substantial natural light, clerestory windows, and great views.



644 WSF KITCHEN ADDITION / REMODEL - 2013 / 2014
 Santa Fe, NM

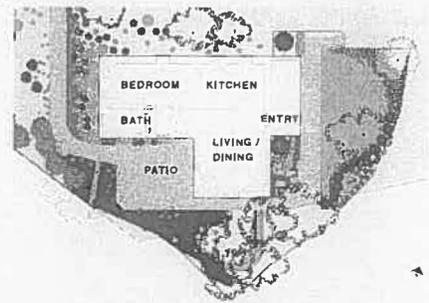
60 SF addition and Kitchen remodel to a 2,000 SF House in an Historic neighborhood in Santa Fe. The house was built with a combination of adobe, Pen Tile block, and wood frame. Substantial re-structuring of roof and walls, new in-floor radiant heating boards, and new roof and increased insulation provided over project area. Existing bay window / door were removed. A new 14' x 15' Kitchen was created with granite tops, and cherry cabinetry. Reclaimed cherry floor and warm-board radiant floor panels were installed. The Garden and patio was in the process of being updated with moss rock and large flagstone. In addition the laundry room was renovated.



FLOOR PLAN

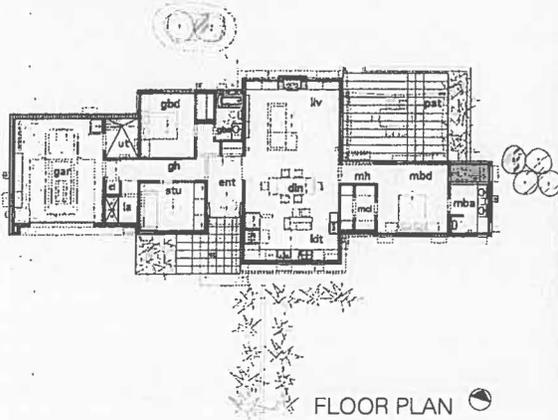
SAN ACACIO CASITA RENOVATION - 2012
 Santa Fe, NM

In 2011, Spears Horn Architects began renovations to the 1,276 SF guest house casita. Careful attention was paid to harmonize with the historic character of the main house, originally designed by John Gaw Meem. In 2013, Spears Horn Architects examined site and drainage conditions around the casita. We prepared a schematic site plan, landscape planting plan and designed a new shade ramada.

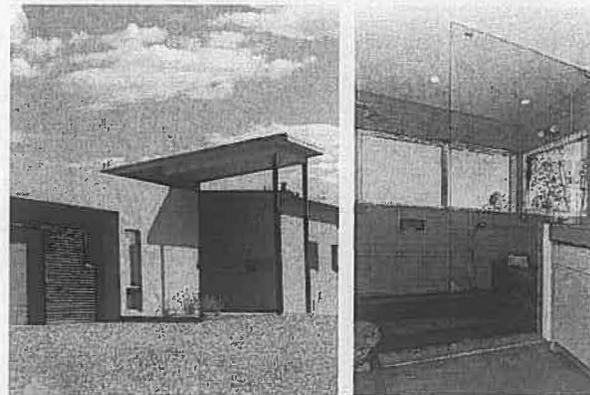


BUTTERFLY HOUSE - 2011
 Tesuque Hills, NM

- Design Week Tour / Su Casa Magazine
 October 2012



FLOOR PLAN

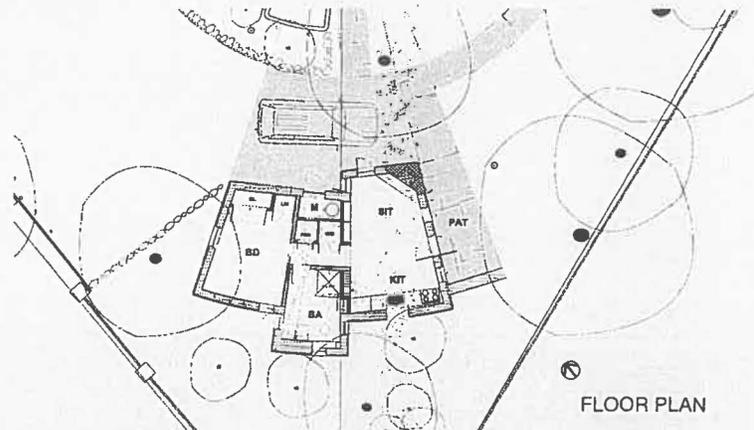
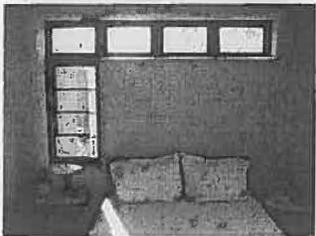


ENTRY

MASTER BATH

This 1700 SF house was designed as a dwelling of health and repose within the surrounding high desert of north Santa Fe. Buckskin colored stucco blends into the surrounding earthen saddle / ridge, while utilizing accents of "harbor blue" metal corrugated panels around the Entry element and the Garage recess. The implied butterfly roof is the intersection of the Entry and Living creating a spirited appearance from a distance and up close, and orienting views from the Living and Patio directly to the Sangre de Cristo Mountains. The Kitchen and Masterbed look out to Sun and Moon Mountains.

RANCHEROS GUEST HOUSE - 2008
Santa Fe, NM



A new 635 SF Guest House for friends and family to stay near home. The radial layout of the floor plan was generated from the fulcrum of the adjacent circular Living Room as its axis. The Living Room and the Guest House are connected visually and formally, and allow for essential parking in this compound in historic Santa Fe. Natural materials such as double and single wall adobe and wood were used in the construction of the project. The project includes integral colored concrete floors, ribbon wood windows, dark stained wood cabinetry. Connective stone pathways, and bancos were designed. The project includes an efficient Kitchen and Sitting Room with a kiva fireplace, along with a cozy Bedroom with ample storage, Laundry, and Pantry.

BUILDING IMPROVEMENTS - WINDOWS / KITCHEN REMODEL / STUCCO

Cedar Street House / by Principal James Horn - 2004 - ongoing
Santa Fe, NM

A 1952 American Standard Home in Casa Solana, Santa Fe has incrementally received improvements and repairs. It is currently 1,400 SF. The list of improvements have been: replaced windows, new exterior rigid insulation, new batt insulation, ground the concrete floors to a polished finish, new lights and plumbing fixtures, re-stuccoed, new steel sun shade and entry visor, and updated kitchen. New landscaping including: ornamental grasses, fruit trees, ash tree, aspen trees, gravel, concrete pavers, blue gramma grass, fescue grass lawn, Russian sage, globe mallow, new concrete patio along with sandbox for kids.



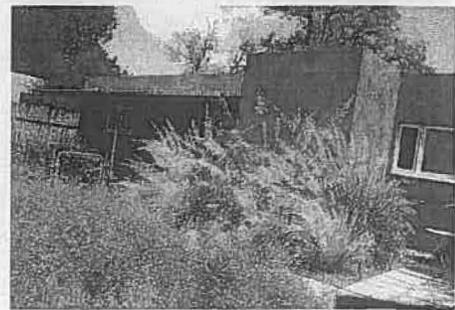
BEFORE



SUNSHADE



KITCHEN



LANDSCAPE / STUCCO / WINDOWS

PROPOSED STAFFING & PROJECT ORGANIZATION

BEVERLEY SPEARS, FAIA
Principal



REGISTRATION:
NM Architect #1349
NM Landscape Architect #82

Beverley is principal of Spears Horn Architects which she founded in 1981. Her projects include the Plaza Stage, Taos County Courthouse and Administrative Center, Santa Fe Community Convention Center (with Fentress), Santa Fe Public Schools Administration Building, the Academy for the Love of Learning, and Santa Fe Prep Library. Her work has focused on architectural design and sustainability as well as historic preservation, urban design and landscape architecture. Beverley received the New Mexico Architects Medal in 2000. In 2002, she was elevated to the national College of Fellows of the American Institute of Architects. In the same year she was recognized as Business Woman of the Year by Santa Fe's Business and Professional Women. In 2003, she was honored by the Old Santa Fe Association "for her contributions to the character and traditions of Santa Fe."

JAMES HORN, AIA, NCARB
Principal



REGISTRATION:
NM Architect #4312
NCARB.#62084

James has been involved in the architectural and building profession, and academics since 1984. He received a Master of Architecture degree from Rice University and a Bachelor of Arts in Architecture from University of New Mexico (UNM). Since joining Spears Horn Architects in 2000, James has designed and managed projects including Lannan Foundation, Women Infants and Children Offices, Santa Clara Pueblo Adult Daycare, Runnels Four Breakrooms, Rio Grande School and Solace Crisis Treatment Center. James is currently managing the SF County Administrative Offices, Laguna Adobe House, and Cielo House. James is AIA Santa Fe immediate past president and has served as an adjunct faculty at the UNM School of Architecture since 2002.

SHANNON PASSMORE, AIA
Project Manager



REGISTRATION:
NM Architect #5128

Shannon is a licensed architect who received a Bachelor of Architecture from the University of Arkansas in 2001, where he also completed studies in Rome, Italy and Memphis, Tennessee. He has a strong appreciation for the importance of context and place in Architecture, with a keen interest in historic buildings. He has previous experience in wood and steel frame building construction, and is currently involved in furniture design and fabrication. Shannon has served as project manager on a number of residential and commercial projects, and is interested in all aspects of the design process, from building planning to the smallest of details. He is committed and diligent in his work and has been involved in a number of award winning projects while working at Spears Horn Architects. Shannon has been with SHA since 2002 and received his Architectural license in 2012.

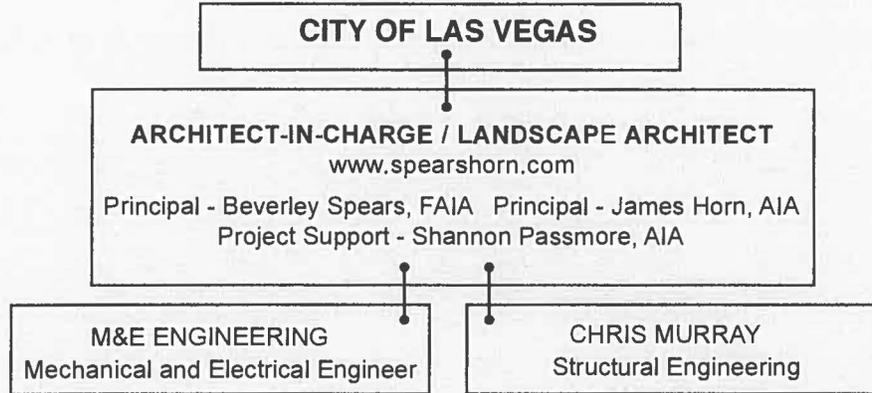
SANDY SNIDER
Office Manager



Sandy is the office manager and business manager for Spears Horn Architects. She is a graduate of the University of New Mexico and a retired school teacher. After working in educational administration, she joined Spears Horn Architects in October of 1999.

Team organization / Interface with City Staff

As lead architect, Spears Horn Architects will administer project management and coordinate all communication with the consulting firms. We feel we have compiled the best consulting specialists and engineers in Santa Fe and New Mexico that will be available to assist on any type of project the City of Las Vegas has ready to develop. We have worked with each of these firms and have developed a close professional relationship with each one, allowing us to communicate efficiently and share information quickly. Depending on the requirements of each particular project, the necessary consultants will be brought on to the team.



DETAILED WORK PLAN & TECHNICAL APPROACH COMPLETION METHODS AND STRATEGIES

Project Assessment

- 1 Work with City of Las Vegas Project Manager to determine work to be addressed based on the available funds.
- 2 Prioritize needs as necessary based on building and site inspections.
- 3 Consider all relevant factors including weather protection, energy efficiency, egress safety, ventilation, security, aesthetic appearance, longevity and ease of maintenance.
- 4 Based on City's priorities, provide a report on all findings and determinations and identify specific strategies for each unit.
- 5 Create a scope of work and budget estimate for the entire project showing each condition to be improved and the allocated budget amount for that site.
- 6 Work with and obtain written approvals from the City to proceed with the design phase.

Program / Schematic Design

Spears Horn Architects will work with the City and with HUD information as well as with current applicable codes and accessibility requirements to determine the schematic design approach. Careful measured drawings and photographs will be taken at each project site. Design approach and product parameters will be determined based on applicable law as well as durability and energy efficiency. The design plans will conform to all applicable local, state, and federal building codes; HUD requirements; American Disabilities Act (ADA) requirements; all applicable local, state, and federal fire codes, and current architectural design standards. The budget and scope of work will be updated and refined to reflect decisions and discoveries made in schematic design.

Deliverables: Program / Schematic Design drawings and an undated budget and scope of work.

Construction Documents:

Spears Horn Architects will prepare construction drawings and specifications for review by the City Project Manager. Complete drawings, site plans, all required and needed construction details, window schedules, site location maps, and specifications will be included. Spears Architects will assist the City in the preparation of Bid Documents including the Request for Bids.

The budget and scope of work will be updated and refined to reflect decisions and discoveries made in construction documents.

Deliverables: Construction Documents in electronic form and one set of originals including construction drawings and specifications signed and sealed by a New Mexico Registered Architect as required by State Law.

Bidding:

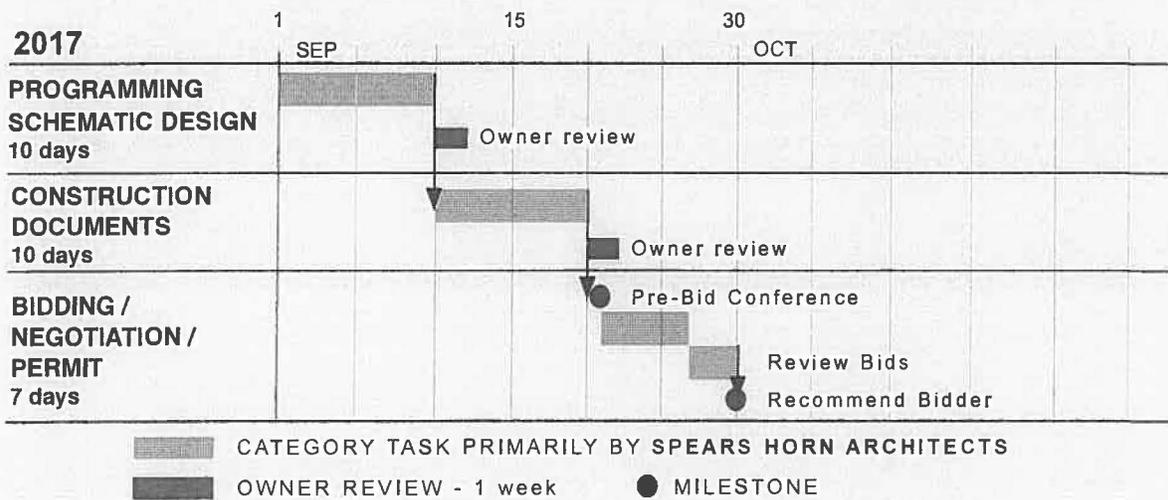
Spears Horn Architects will assist the City of Las Vegas in the preparation of the necessary bidding information, bidding forms, the conditions of the contract, and the form of agreements between the City and the contractor. Following approval of the construction documents and latest preliminary estimate of construction cost from the City, we will assist the City with advertisement and bid administration, deductive alternates, obtaining bids and in awarding and preparing contracts for construction. Deductive alternates would include 9, 7 and 5 unit construction contracts.

Construction Contract Administration:

- Review shop drawings and submittals.
- Attend bi-weekly construction meetings.
- Perform weekly onsite construction observation and prepare written report.
- Interpret drawings and specifications.
- Review and approve monthly pay applications from contractor.
- Administer any change orders.
- Determine final finishes, patterns, and colors.
- Administer project closeout including punch list, certificate of occupancy, contractor submitted closeout documents, including as built drawings and approval of final payment.

Spears Horn Architects typically spends about one third of our total number of project hours during the construction phase to assure a smooth orderly process, an accurate translation of the drawings to built form, and the best possible end product.

PROJECT SCHEDULE - ESTIMATED PHASE 1 (30 DAYS)



APPENDIX
OFFEROR INFORMATION

OFFEROR INFORMATION

OFFEROR: Spears Horn Architects

AUTHORIZED AGENT: James Horn

ADDRESS: 1334 Pacheco Street Santa Fe, NM 87505

TELEPHONE NUMBER: (505) 983-6966

FAX NUMBER: (505) 983-2691

DELIVERY: 1

STATE PURCHASING RESIDENT CERTIFICATION NO.: LO603983824

NEW MEXICO CONTRACTORS LICENSE NO.: n/a

SERVICE (S): ARCHITECT / ENGINEER SERVICES - (2) Unit Rehabilitation
408 Sandoval and 303 Sandoval

THE CITY OF LAS VEGAS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE ANY TECHNICAL IRREGULARITY IN THE FORM.

AFFIDAVIT FOR FILING WITH COMPETITIVE QUALIFICATIONS PROPOSAL

STATE OF New Mexico)
) ss
COUNTY Santa Fe)

I James Horn, of lawful age, being of first duly sworn in oath, say that I am the agent authorized by the offerors to submit the attached proposal. Affiant further states that the offeror has not been a party to any collusion among offerors in restraint of freedom of competition by agreement to a fixed price or to refrain from submitting a proposal; or with any city official or employee as to the quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussion between offerors with any city official concerning an exchange of money or any other thing of value for special consideration in the letting of a contract.

[Signature]
Signature

Subscribed and sworn to before me, this 3rd day of March, 2017.

[Signature]
Notary Public Signature

(SEAL)
OFFICIAL SEAL
Dalas Perraglio
NOTARY PUBLIC
STATE OF NEW MEXICO

My Commission Expires: 9-24-17

My Commission Expires: 9-24-17

Resolution No. _____ Expires on: _____

APPENDIX
NON COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

SECTION 00410
NON-COLLUSION AFFIDAVIT OF PRIME CONTRACTOR

State of New Mexico)
County of San Miguel)

I, James Horn being first duly sworn, deposes and says that :

- (1) He/She is the Principal of Spears Horn Architects, the Bidder that has submitted the attached Bid.
- (2) He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidder nor any of its partners, officers, owners, agents, representatives, employees, or parties in interest, including this affidavit, has in anyway colluded, conspired, connived or agreed, directly or indirectly with any Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy or conveyance or unlawful agreement any advantage against the owner or any person interested in the proposal Contract; and
- (5) The price or prices quoted in the attached Bid are fair and are not tainted by any collusion, conspiracy, conveyance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties of interest, including this affiant.

/s/ _____

Subscribed and sworn before me this 3rd day of March, 2017.

NOTARY PUBLIC: _____

My Commission Expires: 9 24 17



OFFICIAL SEAL
Dalas Perraglio
NOTARY PUBLIC
STATE OF NEW MEXICO

My Commission Expires: 9 24 17

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

DISCLOSURE OF CONTRIBUTIONS:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Name of Applicable Public Official: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(The above fields are unlimited in size) _____

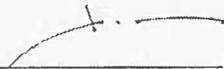
Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.



Signature

MARCH 6, 2016

Date

Principal

Title (Position)

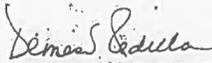
STATE BUSINESS / PREFERENCE CERTIFICATE

STATE OF NEW MEXICO
TAXATION AND REVENUE DEPARTMENT
RESIDENT BUSINESS CERTIFICATE

Issued to: **SPEARS HORN ARCHITECTS, INC.**
DBA: **SPEARS HORN ARCHITECTS**
1334 PACHECO ST
SANTA FE, NM 87506-3908

Expires: **23-Jan-2018**

Certificate Number:
L0603983824


Demesia Padilla, CPA, Cabinet Secretary

THIS CERTIFICATE IS NOT TRANSFERABLE



SPEARS HORN ARCHITECTS

www.spearshorn.com

**CITY OF LAS VEGAS
PROPOSAL/BID OPENING**

DATE: 21-Mar-2017

OPENING NO.: 2017-20

TIME: 2:00 PM

DEPARTMENT: HOUSING

LOCATION: City of Las Vegas Chambers
1700 N. Grand Ave.
Las Vegas, NM 87701

ITEM(S): ARCHITECTUAL ENGINEERING SERVICES
303 & 408 SANDOVAL REHABILITATION

RECEIVED FROM:	AMOUNT	BID BOND	AFFIDAVIT NOTARIZED	CAMPAIGN DISC. FORM
1 Spears Horn Architects			✓	✓
2 Lowry Consultants			✓	✓
3 Formative Architecture			✓	✓

COMPANY REPRESENTATIVE

COMPANY NAME

<i>Natalie M. ...</i>	LVHA
<i>Corinne Munt...</i>	LVHA
<i>Ann M. ...</i>	LV Jerome Dept
<i>John ...</i>	CLV Purchasing
<i>Jepe Cipodaca</i>	CLV Purchasing Inventory

(use other side of form when full)

COPIES TAKEN BY CITY CLERK:

Inna ...
DATE: 3-21-17

OPENED BY: FINANCE DEPARTMENT

Jepe Cipodaca
DATE: 3/21/17

COPIES TAKEN BY DEPT:

...
DATE: 3/21/17